

**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
Monday, December 9, 2019**

**1. OPENING OF MEETING - 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 convened in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829.

**Date:** Monday December 9, 2019

**Time:** 7:00 pm

**No Formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL** by Christopher Jones, SBA / Board Secretary

- |                              |                          |
|------------------------------|--------------------------|
| Erin Delgado - <i>Absent</i> | Robert Imhoff            |
| Michelle Corley              | Mindy Manahan            |
| James Garner - <i>Absent</i> | Cindy Sharkey, President |
| Karyn Gove, Vice. Pres.      |                          |

Additional Members Present: Dr. Gregory Hobaugh, Superintendent

**4. PRESENTATION & RECOGNITION ITEMS**

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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**6. REPORTS TO THE BOARD**

**6.1. Board President's Report**

*Cindy Sharkey gave the following updates:*

- *Quarterly update on the board goals*
- *Karyn Gove gave an update on Senator Sweeney's presentation*

**7. HIB REPORTS**

**WHEREAS**, N.J.S.A. 18A:37-15(e) requires that at the next board of education meeting following its receipt of a HIB report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent's decision.

The Superintendent shall inform the parties of the Board's determination in writing, as well as their right to appeal the determination to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than 90 days after the issuance of the board's decision; or to file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

- 7.1. Discuss the superintendent's findings in HIB Report #ES02 (*Attachment: 19-20 ES02 Redacted*).
- 7.2. Discuss the superintendent's findings in HIB Report #MS01 (*Attachment: 19-20 MS01 Redacted*).
- 7.3. Discuss the superintendent's findings in HIB Report #MS02 (*Attachment: 19-20 MS02 Redacted*).

## 8. ACTION ITEMS

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

- 8.1.1. 2020-21 School Calendar. (*Attachment: School Calendar 2020-21*)
- 8.1.2. College of New Jersey student Ernie Monaco for 15 hours of field work with Lauren Richarson as part of an Inclusion Classroom Observation & Assessment Project.
- 8.1.3. Warren County Community College student JeriAnne Jasinski for five (5) hours of field work with Tricia Morris as part of an Educational Psychology class.
- 8.1.4. Centenary student Bethaney Mantineo for clinical experience two (2) days a weeks for no less than fifteen (15) weeks with Lisa Kerr and Maria Nardone beginning Spring 2020.
- 8.1.5. 2019-20 Nursing Services Plan. (*Attachment: 2019-20 HBSD Nursing Services Plan*)
- 8.1.6. Class trips and transportation:

Grade	Location	Cost/Student	Incurred By
1st	Turtle Back Zoo	\$10 plus Bus Cost	Parents/Guardians
3rd & 4th	Voorhees HS Music Department	\$2.50	Parents/Guardians

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

- 8.2.1. Resignation of Jana Brown as MS Unified Club Advisor due to a conflict with her obligation to Homework Club.
- 8.2.2. Rachel Katzenberger as MS Unified Club Advisor at a rate of \$29.11 for 16 hours not to exceed \$465.76.
- 8.2.3. TBD as Non-Instructional Paraprofessional Aide needed for up to 27 hours, for Cheerleading season in accordance with student's IEP. Compensation will be at the rate of \$13.00 per hour.
- 8.2.4. Jana Brown as a chaperone for the November 15th MS Dance at the event rate of \$72.53. She served as a substitute chaperone for Megan Roth.
- 8.2.5. Compensation for one hour at a rate of \$29.11 to Lynn Gresko to attend CPR Certification Renewal course at Hunterdon Medical Center on December 10, 2019.
- 8.2.6. Following staff members to attend the winter concerts:

Staff Member	Date	School	Rate	
TBD	12/18/2019	Middle	\$72.53	Chaperone
TBD	12/18/2019	Middle	\$72.53	Chaperone
TBD	12/18/2019	Middle	\$72.53	Chaperone
TBD	12/18/2019	Middle	\$13.00/hr	Paraprofessional Aide
TBD	01/08/2020	Elementary	\$72.53	Chaperone
TBD	01/08/2020	Elementary	\$72.53	Chaperone

TBD	01/08/2020	Elementary	\$72.53	Chaperone
TBD	01/08/2020	Elementary	\$13.00/hr	Paraprofessional Aide

### 8.3. Educational Resources - Finance and Facilities

- 8.3.1. Payment of Bills
- 8.3.2. Financial Reports
- 8.3.3. Line Item Transfers
- 8.3.4. 2020 High Bridge Board of Education Meeting schedule. (*Attachment: 2020 BOE Meeting Dates*)
- 8.3.5. Occupational and Physical Therapy RFP
- 8.3.6. Audit acceptance
- 8.3.7. Installation of a speed monitoring sign on Fairview Avenue by High Bridge Police Department.

#### 8.3.8. Travel Expenditure for Workshops

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage/Tolls	Total
Emma Alparone	Using Data to Improve Teaching and Learning	2/5/19	\$190.00	\$27.50	\$217.40
Emma Alparone	Writing Instruction that Works	1/15/19	\$0.00	\$37.20	\$37.20
Mary Fran Daley	Scholastic Book Sale	12/3/19	\$0.00	\$0.00	\$0.00
Lynn Gresko	Hunterdon Medical Center CPR Renewal Course	12/10/19	\$75.00	\$0.00	\$75.00

## 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.

*Eliza Estrada - She is upset by the lack of a second grade teacher. She said a 3rd person is now teaching the class. The kids are confused with the homework situation. There is not a routine for her Autistic child. Her daughter's behaviors have been aggravated by the changing of the substitutes.*

*Coleen Matta - She would like to know what the school is doing with the replacement teacher. She is not sure if there is a plan. She is not sure if assessments are taking place. She is concerned her daughter is falling behind.*

*Avery Polanco - She said the 2nd grade substitute teacher missed the snack. She said her daughter did not receive enough homework. She is concerned that she is missing instruction. Mrs. Nowell is a great teacher. She is scared that winter conferences will not go well. She believes she should be updated more often.*

**10. EXECUTIVE/CLOSED SESSION**

*Karyn Gove, motioned, seconded by Michelle Corley, unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:*

- Shared Services
- Personnel- Medical Leave Replacement
- Budget - Personnel
- Litigation
- Policy

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**

*Robert Imhoff motioned, seconded by Mindy Manahan, unanimously approved, to reconvene public session.*

**12. ADJOURNMENT**

*Robert Imhoff motioned, seconded by Michelle Corley, unanimously approved, to adjourn the meeting.*

Time: 8:43pm

Respectfully Submitted,



Christopher Jones

Business Administrator/Board Secretary