

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING
Monday, January 13, 2020**

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 will convene in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829.

Date: Monday January 13, 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 | Robert Imhoff |
| Mindy Manahan | Michelle Corley |
| James Garner | Cindy Sharkey |
| Karyn Gove | |

Additional Members Present: Dr. Gregory Hobaugh, Superintendent

John Jennings, SBA / Board Secretary

James Garner and Dr Gregory Hobaugh were absent, all other members were present

4. PRESENTATION & RECOGNITION ITEMS

4.1. Melissa Patane-Schulter to present our elementary school Wingman participants and Mural project.

Nine 4th grade students presented to the Board the Wingman Program. The students provided answers to two questions: What do like about the Wingman Program and how do you think this experience will help you in Middle School?

4.2. Superintendent's Report

Superintendent's report was not presented given Dr. Hohaugh's absence

4.2.1. 2019-2020 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	2	25	-	-	-	25
K	2	30	1	-	-	31
1	2	34	-	-	-	34
2	2	33	-	-	-	33
3	2	41	1	-	-	42
4	2	32	-	-	-	32
Elementary School Total						197
5	2	38	-	-	-	38
6	2	38	-	1	-	39

7	2	45	-	-	-	45
8	2	48	-	-	-	48
Middle School Total						170
District Total	20	364	2	1		367

4.2.2. Staff Attendance for December 2019 (*Attachment: December 2019 Staff Attendance*)

4.2.3. Monthly Report on Harassment, Intimidation, and Bullying Incidents/Suspensions and 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	N/A	N/A	07/03	07/30								
August	N/A	N/A	08/01	08/06								
Sept	09/06	09/10 09/12	09/05	09/12			1					
Oct	10/15	10/24	10/02	10/04					1			
Nov	11/04	11/21	11/01	11/14						1	2	
Dec	12/12	12/10	12/11	12/09							4	1
Jan	01/02		01/06									
Feb												
March												
April												
May												
June												

* Investigation is in progress

4.2.4. Superintendent Update

No update as Superintendent was not present at the meeting

4.2.5. Business Administrator Report

John Jennings Business Administrator gave an update to the Board on work that was completed at the Middle and Elementary schools during Christmas break as well as work that is to be completed during the spring recess.

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Work-Family Connection	12/ 2019	PTO Contribution (<i>Attachment: WFC Donation 2019</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 were made

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

7.1. December 19, 2019 Regular Meeting Minutes (*Attachment: 12 19 19 Meeting Minutes*)

7.2. December 19, 2019 Executive Session Minutes (*Attachment: 12 19 19 Executive Minutes*)

7.3. January 6, 2020 Reorganization Meeting Minutes (*Attachment: 1 6 20 Reorg Minutes*)

Board President calls for a motion and a second to approve 8:

Motion: <i>Rober Imhoff</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			
Mindy Manahan	x (1/6/20)		x (12/19/19)	
Cindy Sharkey	x			

12/19/19 minutes approved 5-0-1-0

1/6/20 minutes approved 6-0-0-1

8. REPORTS TO THE BOARD

8.1. Shared Services Ad Hoc Committee Update

No update given

8.2. Strategic Planning Ad Hoc Committee Update

No update given

8.3. Board President’s Report

Cindy Sharkey discussed the timing of the Superintendent’s evaluation

8.4. Appoint members of Negotiation and Shared Services Committees.

Cindy Sharkey Board President appointed James Garner Chair of the Negotiations Committee and Robert Imhoff, Erin Delgado and Cindy Sharkey as Committee Members.

Cindy Sharkey Board President appointed Karen Gove Chair of Shared Services Committee and Mindy Manahan and Michele Corley as members.

Cindy Sharkey Board President appointed James Garner Chair of the Strategic Planning Ad Hoc Committee and Erin Delgado and Michelle Corley as members.

9. 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.).

- 9.1. **Board President** calls for a motion and a second to affirm, reject, or modify, by voice vote, the superintendent’s decision in HIB Report #MS03 (*Attachment: 19-20 MS03 Redacted*).
Karen Gove motioned, seconded by Mindy Manahan, unanimously approved, to affirm, the superintendent’s decision in HIB Report #MS03
- 9.2. **Board President** calls for a motion and a second to affirm, reject, or modify, by voice vote, the superintendent’s decision in HIB Report #MS04 (*Attachment: 19-20 MS04 Redacted*).
Karen Gove motioned, seconded by Erin Delgado, unanimously approved, to affirm, the superintendent’s decision in HIB Report # MS04.

10. ACTION ITEMS

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

10.1.1. Motion to approve the following class trips and transportation:

Grade	Location	Cost	Incurred By
8th	Voorhees High School	\$240 for bus with lift	HBBOE

10.2. Human Resources - Personnel, Management & Community Relations

10.2.1. Motion to approve the following staff as chaperones for Voorhees High School 8th grade orientation trip on January 8, 2020.

Katie Franks	Danielle Weber
Heidi Miller	Megan Roth
Spencer Fader	Melissa Betz

10.2.2. Motion to approve the position of Project Power Advisor for two (2) High Bridge School District employees to oversee a 12 week program at the elementary school promoting health, nutrition education and physical activity. Compensation to be paid through a grant from the American Diabetes Association at a stipend rate of \$750.00 per person, \$1,500.00 in total.

Erin Delgado asked for more information about this program be presented at a later meeting

- 10.2.3. **Motion to approve** Karin Weikert for non-paid FMLA beginning January 3, 2020.
- 10.2.4. **Motion to approve** ESS employee Mary Raefski, 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.
- 10.2.5. **Motion to approve** Kim Terzuolo as a volunteer in Lynn Hughes’ 4th grade classroom during ELA on January 8, 16 and 30, 2020.
- 10.2.6. **Motion to approve** Girl Scout Service Unit 80, Troop 80001 members Hailey Thomsen, Chenge Puztai, Lexi Porambo and Erica Corley, along with their troop leaders, to paint motivational and positive words and sayings on the elementary school girls bathroom doors as their Silver Project.

10.2.7. Motion to approve Mia Nardone-Grande as a chaperone for the elementary school winter concert at a rate of \$72.53.

10.2.8. Motion to approve course reimbursement for:

Jemma Buccine Schraeder

- Course: Statistical Methods 2
- College/University: Rutgers University
- Semester: Spring 2020
- Tuition: \$2,217.00

10.2.9. Motion to approve the creation of the following positions relating to the Drama Club:

- Certified or Non-certified staff to chaperone students for three (3) Drama Club performances. Three (3) members needed - Rate of \$72.53.
- Certified or Non-certified staff to assist at four (4) Drama Club Tech Week rehearsals. Three (3) members needed - Rate of \$29.11 per hour for certified, \$13.00 per hour for non-certified not to exceed 12 hours per person.
- Non-certified staff to assist students as per IEP with Drama club practices and performances. Up to two (2) members needed - Non-Certified staff at a rate of \$13.00/hr not to exceed 40 shared hours.
- Staff to assist Drama Club full cast rehearsals. One (1) member needed - High Bridge School District staff at a rate of \$29.11 per hour, ESS staff at a rate of \$13.00 per hour not to exceed 12 hours.

10.3. Educational Resources - Finance and Facilities

10.3.1. Payment of Bills

Audit of Invoices (*Attachment: 1 13 20 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	Dec 17 - Jan 13	\$ 215,210.22
Payroll	December 20	<u>\$ 234,255.50</u>
	Total	\$ 449,465.72

Payment of Bills Cafeteria account - no payments in this period

10.3.2. Financial Reports (*Attachments: 2019 11 Board Secretary and Treasurer Reports - Signed*)

Report of the Board Secretary and Treasurer's Report for November 2019

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of November 2019 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 November 2019, 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.

December 23, 2019

Christopher Jones
Former Business Administrator

10.3.3. Line Item Transfers for December 2019 (*Attachment: 2019 12 Transfer Report-Signed*) **Resolved**, that the Board of Education approve the budget transfers as listed in the attachment.

10.3.4. **Motion to approve** the following grant incentive payments

Grant	Employee Name	Grant Award	Payment (5%; \$50 Min)	Employee Payment
Unified		\$3,200.00	\$160.00	
	Heidi Miller			\$80.00
	Megan Roth			\$80.00
Exxon Mobil	Melissa Betz	\$1,500.00	\$75.00	\$75.00

10.3.5. **Motion to accept** donation of \$640.00 to the Middle School Library from GoFundme (% Mary Fran Daley).

10.3.6. **Motion to accept** the PTO donation of \$300.00 to Special Education project: Energy Trail.

10.3.7. **Motion to accept** American Diabetes Association Project Power grant in the amount of \$1,500.00.

10.3.8. **Travel Expenditure for Workshops**

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage/Tolls	Total
Judy La Greca	Wilson Reading System Training 4th Institute	February 19-20, 2020	\$500.00	\$43.40	\$543.40
Lynn Gresko	NJ State School Nurses Association Spring Conference	March 27-28, 2020	\$229.00	\$23.24	\$252.24

10.3.9. **Use Of Facilities**

Organization	Dates	Times	Location
Girl Scout Troop 80001	01/18, 01/25, 02/08, 02/13, 02/20, 02/22, 02/25, 02/27	11:00am-2:00pm Weekends 3:30pm-6:30pm Weekdays	ES Girls' Bathrooms
8th Grade Parents & Students	4/3/20-4/4/20	6pm - 2 am	MS Gym & Cafe

Board President calls for a motion and a second to approve 10.1-10.3.9:

Motion: <i>Karen Gove</i>		Second: <i>Michele Corley</i>		
Name:	Yes	No	Abstain	Absent
Michelle Corley	x			
Erin Delgado	x			
James Garner				x
Karyn Gove	x			
Robert Imhoff	x			

Mindy Manahan	x			
Cindy Sharkey	x			

Motion approved 6-0-0-1

11. 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.

No public comments

12. EXECUTIVE/CLOSED SESSION

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

- Executive Session Minutes
- Shared Services
- Litigation

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.

Board entered executive session at 7:15 pm

13. RECONVENE PUBLIC SESSION

Board President calls for a motion *Karen Gove* and a second *Erin Delgado, unanimously approved* to reconvene public session. *Board reconvened public session at 7:35 PM*

14. ADJOURNMENT

Board President calls for a motion *Erin Delgado* and a second *Rober Imhoff, unanimously approved* to adjourn the meeting. *Board Meeting adjourned at 7:50 PM*

Respectfully submitted,



John Jennings
Business Administrator/Board Secretary

