

**HIGH BRIDGE BOARD OF EDUCATION
REORGANIZATIONAL MEETING
Monday, January 6, 2020**

1. OPENING OF MEETING - 7:00 PM

John Jennings, Board Secretary, will preside over meeting until which time a board president is elected.

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 6, 2020

Time: 7:00 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. OFFICIAL RESULTS OF ANNUAL SCHOOL BOARD ELECTION (*Attachment: Election Results*)

Name	# Votes	Term
Karyn Gove	566	3 year term
Robert Imhoff	503	3 year term

4. OATH OF OFFICE TO NEW BOARD MEMBERS

The Board Secretary will issue the oath of office to the newly elected Board members. (*Attachment: Oath*)

John Jennings witnessed all the board members read the oath.

5. 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

All Board members were in attendance.

6. HIGH BRIDGE BOARD OF EDUCATION TRUSTEES AND EXPIRATION OF TERMS OF OFFICE:

Trustee	Expiration of Term
Erin Delgado	2020
Cindy Sharkey	2020
James Garner	2021
Mindy Manahan	2021
Michelle Corley	2021
Robert Imhoff	2022

Karyn Gove	2022
------------	------

7. ELECTION FOR OFFICE OF PRESIDENT

7.1. Board Secretary calls for nominations from the floor for the office of President

Erin Delgado nominates Cynthia Sharkey for School Board President. No other nominations were presented.

***Note: Any member may place a member’s name in nomination; a second is not required (per NJSBA). Election for each office will be conducted by roll call vote when the nominations for that office are closed. The candidate receiving the votes of a majority of board members present and voting will be elected to office. In the event no candidate receives a majority of the votes cast, a second election shall be conducted between the two candidates receiving the highest number of votes.*

7.2. Board Secretary conducts election for the office of President

Name:	Candidate 1	Candidate 2	Candidate 3	Abstain	Absent
Michelle Corley	x				
Erin Delgado	x				
James Garner	x				
Karyn Gove	x				
Robert Imhoff	x				
Mindy Manahan	x				
Cindy Sharkey	x				

Cindy Sharkey elected School Board President 7-0-0

7.3. Board Secretary turns the meeting over to the newly elected President

8. ELECTION FOR OFFICE OF VICE PRESIDENT

8.1. President calls for nominations from the floor for the office of Vice President

Michelle Corley nominates Karyn Gove for School Board Vice President. No other nominations were presented.

8.2. President conducts election for the office of Vice President

Name:	Candidate 1	Candidate 2	Candidate 3	Abstain	Absent
Michelle Corley	x				
Erin Delgado	x				
James Garner	x				
Karyn Gove	x				
Robert Imhoff	x				
Mindy Manahan	x				
Cindy Sharkey	x				

Karyn Gove elected School Board Vice President 7-0-0

9. ORGANIZATIONAL BUSINESS

9.1. APPOINTMENT OF DELEGATE AND ALTERNATE DELEGATE FOR HUNTERDON COUNTY SCHOOL BOARDS ASSOCIATION

Board President appoints *Robert Imhoff* as the delegate and *Karyn Gove* as the alternate delegate for Hunterdon County School Boards Association.

9.2. APPOINTMENT OF DELEGATE AND ALTERNATE DELEGATE FOR NEW JERSEY SCHOOL BOARDS ASSOCIATION

Board President appoints *Karyn Gove* as the delegate and *Robert Imhoff* as the alternate delegate for New Jersey School Boards Association.

9.3. APPOINTMENT OF DISTRICT REPRESENTATIVE FOR HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION

Board President appoints *Michelle Corley* as the district representative for Hunterdon County Educational Services Commission.

9.4. ADOPTION OF THE CODE OF SCHOOL ETHICS (*Attachment: Ethics*)

In accordance with Bylaw 0142 “Code of Ethics” and N.J.S.A. 18A:12-21 – 18A:12-25, the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

Signed documents were submitted to the Board Secretary.

9.5. PARLIAMENTARY PROCEDURES

Resolved that the Board approves the following item:

To adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 2020 calendar year.

9.6. DOCTRINE OF NECESSITY

Resolved that the Board of Education accept the concept of “Doctrine of Necessity” (when the number of Board members prohibited from voting results in lack of a quorum).

9.7. Motion to approve the following resolution authorizing bid/quote thresholds:

WHEREAS the procurement Law 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;

WHEREAS 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;

WHEREAS 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;

WHEREAS, 18A:18A-3 also authorizes a board of education to establish a bid threshold of \$40,000 if they employ a qualified purchasing agent as determined by the Department of Community Affairs, and;

WHEREAS 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% (\$6,000) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution.

NOW THEREFORE BE IT RESOLVED, that the High Bridge School District Board of Education pursuant to the statutes cited above hereby appoints John Jennings, School Business Administrator/Board Secretary as its duly authorized temporary purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the High Bridge School District, and;

BE IT FURTHER RESOLVED, that John Jennings is hereby authorized to award contracts on behalf of the High Bridge School District Board of Education that are in the aggregate less than 15% (\$6,000) of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that John Jennings is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold, and;

BE IT FURTHER RESOLVED, that John Jennings is hereby authorized as a qualified purchasing agent as determined by the Department of Community Affairs and holds a certificate attesting to same which authorizes her to issue contracts up to \$27,000 without soliciting competitive bids.

9.8. Motion to approve the following resolution authorizing state contract purchases:

WHEREAS, Title 18A:18A-10 provides that, a board of education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the High Bridge School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the High Bridge School District desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED, that the High Bridge School District Board of Education does hereby authorize John Jennings, the district purchasing agent to make purchased of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

9.9. Motion to approve the following appointments for 2020:

Board Secretary	John Jennings
Purchasing Agency Compliance Officer for Affirmative Action (PACO)	John Jennings
Temporary Purchasing Agent	John Jennings
Custodian of Records (OPRA)	John Jennings

9.10. Motion to establish a Negotiations Committee.

9.11. Motion to establish a Shared Services Committee.

Board President calls for a motion and a second to approve 9.1. - 9.11.:

Motion:		Second:		
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			

Approved 7-0-0

Regular Work Session

10. REPORTS TO THE BOARD

10.1. Board President's Report

Ms Sharkey discussed upcoming Board training and encouraged Board members to attend training sessions and noted that she and Karyn Gove (Vice President) are attending a training session in February. She updated the Board on the timing of the CSA and Board evaluations as well as encouraging Board Members to complete their financial disclosure forms in a timely fashion.

10.2. Appoint members of Negotiation and Shared Services Committees.

Cynthia Sharkey (President) stated she will appoint the new Negotiation and Shared Services Committees at the next meeting.

11. ACTION ITEMS

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

11.1.1. Class trips and transportation:

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

11.2. Human Resources - Personnel, Management & Community Relations

11.2.1. 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

11.2.2. Karin Weikert request for unpaid family leave beginning January 3 through January 10 with intermittent days as needed.

11.2.3. 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.

Greg Hobaugh gave an overview of the project.

11.2.4. 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 for certified, \$13.00 per hour for non-certified.

- 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.
- Certified or Non-Certified staff to assist at full cast rehearsals. One (1) member needed - Rate of \$29.11 per hour for certified, \$13.00 per hour for non-certified not to exceed 12 hours per person.

11.3. Educational Resources - Finance and Facilities

11.3.1. Payment of Bills

11.3.2. Financial Reports

John Jennings stated he would update the Board at the next meeting on the various maintenance projects that were conducted during the winter break.

11.3.3. Transfers

11.3.4. Acceptance of donation of \$640.00 to the Middle School Library from GoFundme (% Mary Fran Daley).

11.3.5. PTO donation of \$300.00 to Special Education project: Energy Trail (Sensory Hallway).

11.3.6. 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

11.3.7. 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

12. 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.

Kelly D'ambola asked about PreSchool Specials. Greg Hobaugh noted that State Rules dictate funding terms and that the PreSchool is working with the Master Teacher to confirm to State Rules.

13. EXECUTIVE/CLOSED SESSION

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

No new items for discussions.

Nothing discussed in executive session.

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.

14. RECONVENE PUBLIC SESSION

Board President calls for a motion *Erin Delgado* and a second *James Garner, unanimously approved*, to reconvene public session.

15. ADJOURNMENT

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

Respectively Submitted

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

John Jennings
Board Secretary/Business Administrator