

**HIGH BRIDGE BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
Monday, June 1, 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 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.

Date: Monday June 1, 2020

Time: 7:00 pm

No Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL by John Jennings, SBA / Board Secretary

Michelle Corley *Present*

Karyn Gove, Vice. Pres. *Present*

Erin Delgado *Present*

Robert Imhoff *Present*

James Garner *Present*

Cindy Sharkey, President *Present*

Additional Members Present:

Dr. Gregory Hobaugh, Superintendent

John Jennings, SBA / Board Secretary

4. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Litigation Solutions	05/26/20	Request for information on staff member

5. REPORTS TO THE BOARD

5.1. Board President's Report

Cindy Sharkey discussed the open board seat. One candidate has expressed interest in the position and will be interviewed by the Board at the June 8, 2020 meeting. She noted the interview questions to be asked by the Board and that they need to be asked to each candidate. Cindy noted the County meeting will be held virtually on June 11th.

- 5.1.1. New Board Member Applicant - interview candidate (s) on June 8th** (*Attachment: Interview Questions Board Member 2020*)

6. ACTION ITEMS

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

- 6.1.1. Eighth grade students eligible for promotion to ninth grade.** (*Attachment: HBMS Class of 2020*)

Greg Hobaugh noted the list of 8th Graders on the Promotion List. He mentioned he is meeting with Chief Bartman (HB Police Chief) to discuss the district's plans for the promotion ceremony. Michele Corley noted that the HB Middle School promotion ceremony is currently scheduled the same day as the High School. Greg Hobaugh noted he would review the dates and times and adjust as necessary.

Greg Hobaugh noted that students are being able to keep their Chromebooks home during the summer and would return with them in the Fall. James Garner inquired about the district's plans to replace broken chromebooks given that they would be in students possession over the summer?. Greg Hobaugh noted that he believed this was not an issue as the District keeps an inventory of extra chromebooks on hand and is in the process of planning to acquire additional chromebooks with a combination of budget dollars and Cares Act money.

6.2. Human Resources - Personnel, Management & Community Relations

6.2.1. Summer Instrumental Program (*Attachments: Summer Lesson Proposal 2020 and Fun in the Summer with Music 2020*)

Greg Hobaugh discussed the plan to proceed with the program on a virtual basis. He noted this program is paid by the students directly to the instructor resulting in no cost to the district.

6.2.2. Lauren Richardson, Tricia Morris and Carley Marookian as instructors for presentations on strategies to help parents help their students with reading, writing and math. These presentations will be posted on the district website. Compensation will be at a rate of \$29.11 per hour, not to exceed \$386.33/person payable through Title I funding.

6.2.3. Movement on the salary guide as of September 1, 2020 for Christin Honickel from BA+30 Step 4 to MA Step 4 at an annual salary of \$31,852.50 based on the 2020-2021 Guide in accordance with the 2018-2021 Agreement between the HBBOE and HBEA.

6.2.4. Movement on the salary guide as of September 1, 2020 for Maria Monaco from MA+15 Step 13 to MA+30 Step 13, pending receipt of required documentation, at an annual salary of \$79,540.00 based on the 2020-2021 Guide in accordance with the 2018-2021 Agreement between the HBBOE and HBEA.

6.2.5. Movement on the salary guide as of September 1, 2020 for Lynn Gresko from BA+15 Step 11 to BA+30 Step 11, pending receipt of required documentation, at an annual salary of \$72,330.00 based on the 2020-2021 Guide in accordance with the 2018-2021 Agreement between the HBBOE and HBEA.

6.2.6. Course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Danielle Weber	Seminar Curriculum Evaluations & Assessment Evaluations	Centenary University	Fall 2020 Aug-Dec 2020	\$1,913.85

6.2.7. ESY Staff - (*Attachment: 20-21 ESY - Teachers*)

6.2.8. Virtual Extended School Year

Greg Hobaugh noted that ESY will be conducted virurally

6.2.9. Appointments/reappointments for 2020/21:

Board Secretary	John Jennings
Affirmative Action Officer	Richard Kolton
Chief Equity Officer	Richard Kolton
Gender Equity Officer	Emma Alparone
504 Committee Coordinator	Emma Alparone
Homeless Liaison	Katherine Franks

Liaison to DCP&P	Katherine Franks
Title IX Coordinator	Emma Alparone
Basic Skills Contact Person	Emma Alparone
Purchasing Agency Compliance Officer for Affirmative Action (PACO)	John Jennings
Right to Know Officer	Steve Weber
Asbestos Hazard Emergency Response Act (AHERA) Representative & Management Coordinator	Steve Weber
Safety Committee Coordinator	Gregory Hobaugh
Toxic Hazard Preparedness Officer	Steve Weber
Attendance Officer	Chief Brett Bartman
School Physician	Green Brook Family Medicine
School Insurance Agent / Risk Management Consultant	Brown and Brown
Official Newspapers	Hunterdon County Democrat Star Ledger The Review Courier News The Express Times njschooljobs.com
Payroll Services	R&L Payroll Services, Inc.
Accounting Software System	CDK Systems
Personnel Software System	CDK Systems
School Auditor	Nisivoccia, LLP
Policy Service Provider	Strauss Esmay
FSA Provider	Wageworks
Treasurer of School Monies	Judy Favino
Ancillary Insurance Agency of Record	Brown and Brown
E-Rate Consultant	Educational Consortium for Telecommunications Savings
Integrated Pest Management Officer	Steve Weber
Architect	FKA Architects
Board Attorneys	The Busch Law Group Schenck Price Smith & King LLP Scarinci & Hollenbeck Attorneys
Temporary Purchasing Agent	John Jennings
Air Quality Designee	Steve Weber
Safety & Health Designee	Gregory Hobaugh

Custodian of Records (OPRA)	John Jennings
Chemical Hygiene Officer	Steve Weber
Substance Awareness Coordinator	Gregory Hobaugh
Anti-bullying Specialist – Elementary School	Melissa Patane-Schulter
Anti-bullying Specialist – Middle School	Katherine Franks
Anti-bullying Coordinator	Gregory Hobaugh
School Safety Specialist	Gregory Hobaugh

Greg Hobaugh noted all the appointments above are consistent with prior year

- 6.2.10.** Contract for John Jennings, School Business Administrator/Board Secretary with an annual salary of \$95,229.00 effective July 1, 2020 through June 30, 2021.

Robert Imhoff asked for a copy of the contract to be included for the next meeting on June 8th.

6.3. Educational Resources - Finance and Facilities

6.3.1. Payment of Bills

6.3.2. Financial Reports

6.3.3. Line Item Transfers

6.3.4. **TEXTBOOKS** (*Attachment: District Textbook List 20-21*)

RESOLVED, that the Board of Education approves textbooks for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

6.3.5. TRANSFERS TO UNEMPLOYMENT, MAINTENANCE RESERVE AND CAPITAL RESERVE

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end,
And

WHEREAS, the aforementioned statutes authorize procedures, under the authority of The Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the High Bridge Board of Education wishes to transfer an amount not to exceed \$50,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into an unemployment fund and an amount of \$100,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into a Maintenance Reserve account and an amount not to exceed \$500,000 unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the High Bridge Board of Education has determined that a total amount not to exceed \$650,000 is available for such purpose of such transfers;

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

6.3.6. Superintendent to submit an Alternate Method of Compliance request to the Hunterdon County Executive Superintendent that will allow use of a classroom for preschool that has toilet rooms outside of the classroom.

6.3.7. Submission of the 2020-2021 IDEA and ESEA Grants for the following amounts:

IDEA Basic	\$97,796
IDEA Preschool	\$ 4,123
Title IA	\$35,261
Title IIA	\$ 7,945
Title III	\$ 713 (HB allocation of Consortium)
Title IV	\$10,000

6.3.8. HIGH BRIDGE SCHOOL DISTRICT PLANS & PROCEDURES

BE IT RESOLVED that the High Bridge Board of Education approves the following plans and procedures for the 2020-2021 school year.

6.3.8.1. Purchasing Manual (*Attachment: High Bridge Purchasing Manual 20 21*)

6.3.8.2. School Safety and Security Plan (*Attachment: SS&SP June 2020*)

6.3.9. 2020-2021 Tuition Rates

Special Education tuition rates:

Summer ESY Multiple Disabled/Emotionally Disabled	\$ 4,498.00
Summer ESY Resource Center	\$ 4,322.00
Summer ESY Preschool	\$ 3,756.00

6.3.10. ESS for paraprofessional services. (*Attachment: ESS Paraprofessional Renewal 20-21*)

6.3.11. ESS for substitute services. (*Attachment: ESS Substitute Renewal*) 20-21

6.3.12. Substitute Teacher Rates for 2020-2021 School Year

The Superintendent recommends that the Board of Education approve the recommendation to set the rates for the 2020-2021 school year as follows:

Substitute Aide - \$87.75 full day and \$43.88 half day

6.3.13. 2020-2021 Anticipated contracts to be renewed, awarded, or to expire during the school year - P.L. 2015, c. 47

Pursuant to PL 2015, Chapter 47 the High Bridge Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

Transportation	Easton Coach Hunterdon Educational Services Commission First Student Bus Company Warren County Special Services Snyder Bus Company
Restraint Training	Handle With Care
Visually Disabled Services	Commission for the Blind and Visually Impaired
Payroll Services	R&L Data
Building/Grounds support	Borough of High Bridge
Boiler Maintenance Service	Metz
Grease Trap Cleaning	Russell Reid
Bleacher, B-Ball Backstop, & Gym Divider Curtains Maintenance	Gym Door Repairs, Inc.
HVAC Maintenance Service	Metz
Electrical	Wire's Electric
Elevator Services	Morris County Elevator
Playground Maintenance	Downes Mulch
Boiler Water Services	Butler Engineering
Fire/Burglar Alarm Services	FAST
Burglar Alarm Monitoring	Security Service Co
Kitchen Equipment Maintenance	JB Maintenance & Northwest Refrigeration
Building Automation Controls Maintenance	Metz
Continuing Disclosure Agent	Phoenix Advisors
Cobra Administrator	Ameriflex
Health Benefits Provider	Horizon
Vision Benefits Provider	Guardian & Horizon
Dental Benefits Provider	Guardian
Long Term Disability Providers	Guardian & Prudential
Life Insurance Provider	Guardian
Short Term Disability Provider	Aflac
Employee Assistance Program	Aetna
403(b) Providers	AXA, Security Benefit, Lincoln
Substitute Service	Source 4 Teachers
Paraprofessionals	Mission One
PEA Master Teacher	Dr. Pamela Brillante
Pest Management Service	Stank LLC Environmental Pest Control
Environmental Compliance Services	R. K. Occupational & Environmental Analysis, Inc.
Educational Supply Service	Educational Data Services, Inc.
Website Hosting	Zumu Software
Parent Notification System	School Messenger
Student Information System	Genesis Educational Services
Software, Support – Café POS System	CC Productions
Email Support	Gmail

John Jennings noted that 6.3.5 (transfers) is something the district works with their auditor to determine the amount available for these deposits during the audit. Regarding 6.3.7, he noted that the amounts for the current year are in-line with amounts allocated last year; with Title 1A money being

approximately \$10,000 more this year. Regarding 6.3.9 he noted the tuition rates are the same as last year. Regarding 6.3.13, he noted all the vendor contracts are consistent with last year.

Robert Imhoff noted that most people have made their tax payments. He noted approximately half the property taxes come from the mortgage company and half are paid directly by homeowners and that collections thus far have been good.

6.3.14. Professional Services – the following appointments:

WHEREAS, there exists a need for auditing services, architectural services, legal services, occupational services, physical therapy services, speech services and,

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

NOW THEREFORE, BE IT RESOLVED by the High Bridge Board of Education as follows:

- 6.3.14.1.** The firm of Busch Law Group, LLC, Metuchen, New Jersey, as Board Attorneys from July 1, 2020- June 30, 2021 at \$168 for partners and counsel, \$148 for associates, and \$100 for paralegals an hour.
- 6.3.14.2.** Robin Ballard of Schenck, Price, Smith & King, LLC, Florham Park, New Jersey, as Special Counsel from July 1, 2020- June 30, 2021 at an hourly rate of \$175 and associates at \$165 an hour.
- 6.3.14.3.** Allison Peck is appointed for Physical Therapy Services from July 1, 2020 -June 30-2021 at the following rates:
- | | |
|------------------|-----------|
| Evaluations | \$261 |
| Annual Reviews | \$174 |
| Therapy Services | \$87/hour |
- 6.3.14.4.** Nancy Lenahan of Therapeutic Intervention, Inc., is appointed for Occupational Therapy Services at the following rates:
- | | |
|-------------------------|---------------|
| In District OT Services | \$95.00/hour |
| Home Based Therapy | \$109/hour |
| Evaluations | \$390.00/hour |
- 6.3.14.5.** Cumberland Therapy Services, LLC from July 1 - August 6, 2020 to provide Speech Therapy at \$82.00 per hour, 22 days @ 3.5 hours per day.
- 6.3.14.6.** Greenbrook Family Medicine is appointed for School Physician Services from July 1, 2020 - June 30, 2021 at the following rates:
- Review of Sport Physicals, consultations, review of policies, nurse consultation
Are included in the annual \$1,750.00 fee.
- Hepatitis B vaccines \$45/vaccine dose
- Student Drug testing (7 drug/alcohol/ecstasy) @ \$80/incident
- Employee Influenza vaccines are billed to the employee’s insurance or paid by the employee. Part time/substitute employee pre-employment mantoux testing is \$25/employee to be paid by the employee.
- 6.3.14.7.** Scarinci, Hollenbeck, LLC, Lyndhurst, New Jersey, as Negotiations Counsel from July 1, 2020- June 30, 2021 at an hourly rate of \$175, associates at \$165 and paralegals at \$100 an hour.

These appointments are made without competitive biddings as “Professional Services” under the provisions of N.J.S.A. 40:11-1 et. seq. because such services are recognized professions licensed and regulated by law not allowing for competitive bids.

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in The Hunterdon Democrat as required by law, within ten (20) days of its passage, stating its nature, duration, service and amount, and that the resolution and contract are on file in the business office.

Greg Hobaugh commented on how the staff has done a good job during the Covid-19 crisis. He mentioned given the timing and how quickly schools needed to respond there was no time for training of staff to provide instruction virtually. He mentioned the district was working on plans to increase training efforts in this area, noting the possibility that schools may/could start school in the Fall on a virtual basis. Erin Delgado, Board Member, noted her appreciation for all the Teacher’s efforts in keeping students engaged during the Covid-19 crisis.

7. 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.

Email from Stacey Dimeo noting that teachers have done a good job during the virtual learning but asked how the district is addressing the contact time between students and teachers given the virtual learning?

Tori Thompson discussed the challenges for in-class support, especially for students that require extra help.

Greg Hobaugh noted is addressing this through more training with staff as well as establishing and sharing best practices with the staff.

8. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 7:53 pm *Karyn Gove* and a second *James Garner, unanimously approved*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Superintendent Evaluation
- Correspondence
- 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.

9. RECONVENE PUBLIC SESSION

Board President calls for a motion at 8:13 pm *Karyn Gove* and a second *James Garner, unanimously approved*, to reconvene public session.

10. ADJOURNMENT

Board President calls for a motion at 8:25 pm *Erin Delgado* and a second *Karyn Gove, unanimously approved*, to adjourn the meeting.

June 1, 2020

Respectfully submitted,

A handwritten signature in black ink that reads "John Jennings". The signature is written in a cursive style with a large initial "J" and a long, sweeping tail.

John Jennings
Business Administrator/Board Secretary