

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR SESSION MEETING  
Monday, March 16, 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.

**Date:** Monday March 16, 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 <i>Absent</i>   | Robert Imhoff <i>Present</i>   |
| Mindy Manahan <i>Present</i> | Michelle Corley <i>Present</i> |
| James Garner <i>Present</i>  | Cindy Sharkey <i>Present</i>   |
| Karyn Gove <i>Absent</i>     |                                |

Additional Members Present: Dr. Gregory Hobaugh, Superintendent *Present*

John Jennings, SBA / Board Secretary *Present*

**4. PRESENTATION & RECOGNITION ITEM**

**4.1. Motion to recognize** Girl Scout Service Unit 80, Troop 80001 members Hailey Thomsen, Chenge Puztai, Lexi Porambo and Erica Corley, along with their troop leaders, for their Silver Project artwork at the elementary school.

*Recognition was postponed and will be rescheduled*

**4.2. Motion to recognize** Mackenzie Lucash as High Bridge recipient of the Hunterdon County School Boards Association Unsung Hero Award.

*Recognition was postponed and will be rescheduled*

**4.3. Superintendent's Report**

**4.3.1. 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
<b>Elementary School Total</b>						<b>197</b>
5	2	39	-	-	-	39

6	2	38	-	1	-	39
7	2	45	-	-	-	45
8	2	47	-	-	-	47
<b>Middle School Total</b>						<b>170</b>
<b>District Total</b>	<b>20</b>	<b>364</b>	<b>2</b>	<b>1</b>		<b>367</b>

**4.3.2.** Staff Attendance for February 2020 (*Attachment: February 2020 Staff Attendance*)

**4.3.3.** 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	09/10 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							3**	1**
Jan	01/02	1/24	01/06	01/13							1	
Feb	02/18	02/03	02/03	02/03			3			1		1
March	03/02		03/02	03/04								
April												
May												
June												

\* Investigation is in progress  
\*\*19-20 MS03 is shown as 2 incidents

**4.3.4.** Superintendent Update

*Greg Hobaugh gave the following updates:*

- \$700 grant award
- Census worksheets
- Full Day preschool expansion
- Mrs Cahill, nurse, attendance at stop the bleed campaign
- Discuss potential alternatives to future board meetings (virtual and/or conf call)

**4.3.5.** Business Administrator Report

*John Jennings gave the following updates:*

- Free and reduced lunch program
- Budget update

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
none		

**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**

**7. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

**7.1.** February 10, 2020 Regular Meeting Minutes (*Attachment: 2 10 20 Regular Session Minutes*)

**7.2.** February 24, 2020 Emergency Meeting Minutes (*Attachment: 2 24 20 Emergency Meeting Minutes*)

**7.3.** March 9, 2020 Work Session Minutes (*Attachment: 3 9 20 Work Session Minutes*)

**Board President** calls for a motion and a second to approve 7.1. - 7.3:

Motion: <i>Michelle Corley</i>		Second: <i>James Garner</i>		
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			
Mindy Manahan	7.1, 7.2		7.3	
Cindy Sharkey	X			

*7.1, 7.2 Approved 5-0-0-2*

*7.3 Cindy Sharky asked for a motion to move approval of 7.3 to a later date given lack of a quorum vote (3-0-2-2). Michelle Corley motioned, Robert Imhoff seconded, unanimously approved 5-0-0-2*

**8. REPORTS TO THE BOARD**

**8.1.** Board President’s Report - *No update*

**8.2.** COVID19 Preparedness Plan *No update*

**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.).

**Board President** calls for a motion and a second to affirm, reject, or modify, by voice vote, the superintendent’s decision in HIB Report #2019-20 ES03 and HIB Report #2019-20MS06 (*Attachment: 19-20 ES03 Redacted and 19-20 MS06 Redacted*).

*ES03 Robert Imhoff motioned, second by James Garner unanimously approved 5-0-0-2*

*MS06 James Garner motioned, second by Robert Imhoff, unanimously approved 5-0-02*

**10. ACTION ITEMS**

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

**10.1.1. Motion to approve** a Summer Enrichment Program to be offered for 25 students entering grades 6-8 on a first come, first serve basis to run Monday through Thursday from July 20, 2020 through August 6, 2020. The fee for this program will be \$60.00 per camper per week. Melissa Betz and Danielle Weber will be the coordinators/instructors for this program and will be compensated at the co-curricular rate of \$29.11 per hour, for four (4) hours per day, 4 days a week. (*Attachment: Ultimate Summer Camp 2020*)

**10.1.2. Motion to approve** the following class trips and transportation:

Grade	Location	Cost	Incurred By
4th	High Bridge Borough Hall	N/A	N/A
7th	Mayo Performing Arts Center - Diary of Anne Frank	\$16.00	Parent/Guardian
5th	Camp Bernie	\$120.00	Parent/Guardian

**10.2. Human Resources - Personnel, Management & Community Relations**

**10.2.1. Motion to approve** Melissa Betz as Mentor for Nicole Orzel. Mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.

**10.2.2. Motion to approve** Kimberly Sandorff as Mentor for Regina Perron. Mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.

**10.2.3. Motion to approve** 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 held at dates to be determined in April, May and June. Compensation will be at a rate of \$29.11 per hour, not to exceed six (6) hours per person payable through Title I funding.

**10.2.4. Motion to approve** Gretchen DelloRusso and Melissa Patane-Schulter as substitute instructors for ES Math & Writing Support and substitute advisors for Homework Club at a rate of \$29.11 per hour to be paid from Title I funds.

**10.2.5. Motion to approve** Rachel Katzenberger as the paraprofessional for Drama Club Tech Week.

**10.2.6. Motion to approve** the following reallocation of previously approved hours for Drama Club positions:

Name	Position	Rate	Hours	Total
Rosemarie Royer	Sub Para - Full Cast Rehearsal	\$13.00/hr	Up to 15 hours (previously 10)	\$195.00
Rachel Katzenberger	Para - Full Cast Rehearsal	\$13.00/hr	Up to 25 hours (previously 30)	\$325.00

**10.2.7. Motion to approve** course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Christina Harding	Principles & Practices of Supervision	Centenary University	Summer 2020	\$1825.20

Christina Harding	Literacy in the Content Areas	Centenary University	Summer 2020	\$1825.20
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- 10.2.8. Motion to approve** the following employees for the hours above their contracted time necessary to attend 2 inservice days on 3/16 and 3/17 and one additional day (6/12) for Nicole Orzel.

Name	Hours	Hourly Rate	Total
Christin Cosgrove	7.50	\$29.11	\$218.33
Brenda Krushinski	7.50	\$29.11	\$218.33
Laura Pellegrino	7.50	\$29.11	\$218.33
Lauren DiLanno	5.5	\$29.11	\$160.11
Thea Anaston	5.5	\$29.11	\$160.11
Jacklyn Carruthers	5.5	\$29.11	\$160.11
Denise Cathro	5.5	\$29.11	\$160.11
Kathleen Fulse	5.5	\$29.11	\$160.11
Kim Ziegler	5.5	\$29.11	\$160.11
Nicole Orzel	4.125	\$29.11	\$120.08

- 10.2.9. Motion to approve** staff to chaperone the following functions:

Name	Date	Event	Rate
Danielle Weber	February 28	MS Dance	\$72.53
Courtney Shiffman	February 28	MS Dance	\$72.53
Megan Roth	February 28	MS Dance	\$72.53
Heidi Miller	February 28	MS Dance	\$72.53
Paraprofessional (1:1 per IEP)	February 28	MS Dance	\$13.00/hr paid through ESS
Sherry Kerr	April 29	Kindergarten Orientation	\$29.11/hr for 2 hours = \$58.22
Lisa Kerr	April 29	Kindergarten Orientation	\$29.11/hr for 2 hours = \$58.22
Nicole Cahill	April 29	Kindergarten Orientation	\$29.11/hr for 2 hours = \$58.22
Christi Roling	April 29	Kindergarten Orientation	\$25.64/hr for 2 hours = \$51.28
Rich Kolton	April 3-4	Lock In	\$115/night
Gregory Hobough	May 27-29	Washington DC	\$115/night = \$345
Richard Kolton	May 27-29	Washington DC	\$115/night = \$345
Coleen Conroy	May 27-29	Washington DC	\$95/night = \$285
Carl Katzenberger	May 27-29	Washington DC	\$95/night = \$285
Jemma Buccine	May 27-29	Washington DC	\$95/night = \$285
Megan Roth	May 27-29	Washington DC	\$95/night = \$285
Katy Morello - Nurse	May 27-29	Washington DC	\$115/night = \$345

			\$115/day = \$345
Caryn Snyder	April 30 - May 1	Camp Bernie	Daytime only
Michael Doerwang	April 30 - May 1	Camp Bernie	Daytime only
Spencer Fader	April 30 - May 1	Camp Bernie	\$95/night
Kayla Oakes	April 30 - May 1	Camp Bernie	\$95/night
Nicole Orzel	April 30 - May 1	Camp Bernie	\$95/night + 2.7 hrs @ \$29.11
Gregory Hobough	April 30 - May 1	Camp Bernie	\$115/night
Bonnie Adair - Nurse	April 30 - May 1	Camp Bernie	\$115/night \$115/day
Bonnie Adair - Nurse	April 28	Mayo PAC Class Trip	\$115/day
Christina Harding	April 28	Mayo PAC Class Trip	N/A
Danielle Weber	April 28	Mayo PAC Class Trip	N/A
Sharon Tryon	April 28	Mayo PAC Class Trip	N/A
Lynn Hughes	April 1	Borough Hall	N/A
Michele Gomez	April 1	Borough Hall	N/A

**10.3. Educational Resources - Finance and Facilities**

**10.3.1. Payment of Bills**

**Audit of Invoices** (*Attachment: 3 16 20 bill list*)

**Approve** invoices for Current Expenses in the following amounts:

Check Register	Feb 11 - March 16	\$ 797,439.78
Payroll	February 14	\$ 241,760.08
Payroll	February 28	\$ 229,048.58
Payroll	March 13	<u>\$ 231,996.87</u>
	Total	\$1,500,245.31

**Payment of Bills Cafeteria account -**

Maschio's	February 11	\$ 10,786.28
Maschio's	February 11	\$ 155.40
Maschio's	March 9	<u>\$ 10,834.30</u>
	Total	\$ 21,775.98

**10.3.2. Line Item Transfers for February 2020** (*Attachment: February Transfer Report-Signed*)

**Resolved**, that the Board of Education approve the budget transfers as listed in the attachment.

**10.3.3. Travel Expenditures**

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage/Tolls	Total
Katie Franks	Acts of Hate in Schools Workshop	03/10/20*	N/A	N/A	N/A
Melissa Patane	Acts of Hate in Schools Workshop	03/10/20*	N/A	\$23.10	\$23.10
Emma Alparone	ESEA Consultation Requirements	03/11/20*	N/A	\$23.80	\$23.80
Marisa Monaco	Project Read Written Expressions Webinar	Webinar	\$291.00	N/A	\$291.00
Mary Fran Daley	Social Studies Articulation	2/24/20	N/A	N/A	N/A

Marisa Monaco	Handle With Care Training	05/29/20	\$450.00	\$24.50	\$474.50
Heidi Miller	Handle With Care Training	05/29/20	\$450.00	\$19.53	\$469.53
Joan Murray	2020 NJSHA Convention	4/23-24	\$335.00	\$43.40	\$378.40

\*Postponed due to COVID-19

**10.3.4. APPROVAL OF TENTATIVE BUDGET**

**2020-2021 School Budget**

**1. Approval of the 2020-2021 Tentative School Budget:**

**WHEREAS**, the 2020/2021 tentative budget includes sufficient funds to implement the proposed planning process as described in this district’s Annual Report pursuant to N.J.S.A. 18A:7A -11 and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

**WHEREAS**, the 2020/2021 tentative budget is in compliance with the requirements set forth in N.J.S.A. 18A and N.J.A.C. Title 6 and 6A;

**THEREFORE, BE IT RESOLVED** the High Bridge Board of Education approves the 2020/2021 tentative General Fund budget and authorizes its submission to the Hunterdon County Superintendent of Schools for approval as follows:

<b>Fund</b>	<b>Appropriations</b>	<b>Tax Levy</b>
General Fund	\$8,768,910	\$6,567,650
Special Revenue Fund	\$837,516	
Debt Service Fund	\$531,500	453,251
<b>Total Budget</b>	<b>\$10,137,926</b>	<b>\$7,020,901</b>

**WHEREAS**, the facility needs identified are eligible to be funded with Capital Reserve, and as such are required to be in the Long Range Facility Plan,

**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital projects and the withdrawal of \$250,008 from the Capital Reserve account to provide funding for the following projects/equipment for the 2020-2021 school year:

**Exterior Water Drainage Elementary School \$250,008**

**WHEREAS**, the High Bridge Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel

only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now **THEREFORE, BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

**BE IT FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$1,500 for all staff and board members.

**2. Use of Banked CAP**

**WHEREAS**, N.J.A.C. 6A:23A-10.1(b) allows a district to request use of banked cap after it has fully exhausted all eligible statutory spending authority in the budget year;

**WHEREAS**, the High Bridge Board of Education has exhausted all eligible statutory spending in the 2020/2021 budget year;

**WHEREAS**, the High Bridge Board of Education has anticipated retirement sick payments and state required certified staff increases that must be completed before the end of the budget year that exceed the 2% tax levy cap;

**THEREFORE, BE IT RESOLVED**, that the High Bridge Board of education hereby requests the use of Banked CAP in the amount of \$59,462.

**10.3.5 Motion to approve** the submission of carryover of the 2018-2019 ESEA Grants to 2019 -2020 Fiscal Year for the following amounts:

Title IA	\$6
Title IIA	\$1,244
Title IV	\$205
IDEA Basic	\$556

**10.3.6 Motion to approve** Board Architects, FKA Architects, the submission of the Project Application to the New Jersey Department of Education for the Exterior Water Drainage Elementary School Project as an “Other Capital “ project and the Board of Education is not seeking State Funding.

**Board President** calls for a motion and a second to approve 10.1-10.3.7:

Motion: <i>Robert Imhoff</i>		Second: <i>Michelle 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			

Approved 5-0-0-2

**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 at 7:27 PM Michelle Corley and a second James Garner, unanimously approved,** in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Dental Benefit Analysis
- Budget, State Aid, Preschool Expansion

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.

**13. RECONVENE PUBLIC SESSION**

**Board President calls for a motion at 8:13 PM Michelle Corley and a second James Garner, unanimously approved,** to reconvene public session.

**14. ACTION ITEM**

**14.1. Motion to approve**

- 14.1.1.** Executive Minutes February 10, 2020 Executive Minutes (*Attachment 2 10 20 Executive Session Minutes*) (**as amended**)
- 14.1.2.** Emergency Meeting Executive Session Minutes February 24, 2020 (*Attachment 2 24 20 Emergency Meeting Executive Session Minutes*)
- 14.1.3.** Executive Minutes Work Session March 9, 2020 (*Attachment 3 09 20 Executive Session Minutes*)

**Board President** calls for a motion and a second to approve 14.1.1-14.1.3:

Motion: <i>Michelle Corley</i>		Second: <i>James Garner</i>		
Name:	Yes	No	Abstain	Absent
Michelle Corley	X			
Erin Delgado				X
James Garner	14.1.1, 14.1.2		14.1.3	
Karyn Gove				X
Robert Imhoff	X			
Mindy Manahan	14.1.1, 14.1.2		14.1.3	
Cindy Sharkey	X			

**14.1.1, 14.1.2 approved 5-0-0-2**

**14.1.3 Cindy Sharky asked for a motion to move approval of 14.1 .3 to a later date given lack of a**

March 16, 2020

*quorum vote (3-0-2-2). Michelle Corley motioned, Robert Imhoff seconded, unanimously approved 5-0-0-2*

**15. ADJOURNMENT**

**Board President calls for a motion at 8:15 PM *James Garner* and a second *Robert Imhoff*, *unanimously approved*, to adjourn the meeting.**