

**HIGH BRIDGE BOARD OF EDUCATION
WORK SESSION MEETING MINUTES**

Monday, March 9, 2020

1. OPENING OF MEETING - 7:00 PM *meeting commenced at 7PM*

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 9, 2020

Time: 7:00 pm

No Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

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

Erin Delgado *Present*

Robert Imhoff *Present*

Mindy Manahan *Absent*

Michelle Corley *Present*

James Garner *Absent*

Cindy Sharkey *Present*

Karyn Gove *Present*

Additional Members Present: Dr. Gregory Hobaugh, Superintendent
John Jennings, SBA / Board Secretary

4. PRESENTATION & RECOGNITION ITEM

4.1. Motion to recognize the 2019-2020 High Bridge Mini-Historians, First Place Winner Nate Ventura, Second Place Winner Lila Kovacsofsky, Third Place Winners Havana Delgado and Nathan Kaduyu and Honorable Mentions to Jacob Rosales and Brigid Gilligan.

Greg Hobaugh introduced Mrs. Hughes, Teacher to present awards for the High Bridge Mini-Historians. Mrs Hughes presented certificates to the student award winners.

5. REVIEW OF OFFICIAL CORRESPONDENCE

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

6. REPORTS TO THE BOARD

6.1. Board President's Report

Cindy Sharkey gave her President Report

1) Update on her Feb 24th High Bridge Leadership Association meeting attended by her and Greg Hobaugh

2) Update on her Feb 27th President and Vice President Roundtable meeting attended by her and Karyn Gove.

6.2. Update on BOE Goals

Cindy Sharky gave an update on the Board's 4 Goals

1) Strategic Planning

2) *In-House Board Training/Mentoring for Board Members*

3) *Meet requirements of being a certified Board*

4) *Shared Services*

6.3. Working with Census

Cindy Sharkey encouraged all Board Members to promote the Census. Greg Hobaugh updated the Board on how the High Bridge School District is promoting Census awareness.

6.4. School Safety/Climate Ad Hoc Committee Creation (Attachment: Ad Hoc Committee Public Statement)

Cindy Sharkey read a statement regarding formation of the School Safety/Climate Ad Hoc Committee. She appointed Erin Delgado as Chairperson of the Committee. She also appointed herself and Michelle Corley as members. Greg Hobaugh discussed the climate surveys

6.5. COVID19 Preparedness Plan

Greg Hobaugh noted that the Schools are following CDC and Hunterdon County Health Department guidelines. He noted that currently, all field trips are still planned but could be subject to change as conditions warrant. He noted he is attending a meeting on March 11 with the County Health Department and other Superintendents to review/update Covide 19 plans.

6.6. Shared Services Ad Hoc Committee Update - No Update

6.7. Strategic Planning Ad Hoc Committee Update No Update

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.).

Discuss the Superintendent’s findings HIB Report #2019-20 ES03 and HIB Report #2019-20MS06 (Attachment: 19-20 ES03 Redacted and 19-20 MS06 Redacted)

Greg Hobaugh noted two HIB reports would be up for vote at next week’s Board Meeting.

8. ACTION ITEMS

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

- 8.1.1.** 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 three (3) hours per day, 4 days a week. (Attachment: Ultimate Summer Camp 2020)
- 8.1.2.** 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
8th	Kingwood Twp School - Solar Car Competition & Finals	N/A	N/A

Greg Hobaugh mentioned that an 8th grade student from High Bridge would be receiving the 2020 Hunterdon County Unsung Heroes Student Recognition Award.

8.2. Human Resources - Personnel, Management & Community Relations

- 8.2.1.** Melissa Betz as Mentor for Nicole Orzel. Mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.
- 8.2.2.** Mentor for Regina Perron. Mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.
- 8.2.3.** 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.
- 8.2.4.** 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.
- 8.2.5.** Rachel Katzenberger as the paraprofessional for Drama Club Tech Week.
- 8.2.6.** Reallotment of previously approved hours for Drama Club positions:

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Hours</u>	<u>Total</u>
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

8.2.7. Course reimbursement for:

<u>Staff</u>	<u>Course</u>	<u>College/University</u>	<u>Semester</u>	<u>Tuition</u>
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

8.2.8. Chaperone the following functions:

<u>Name</u>	<u>Date</u>	<u>Event</u>	<u>Rate</u>
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
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
Rich Kolton	May 27-29	Washington DC	\$115/night=\$345
Gregory Hobough	May 27-29	Washington DC	\$115/night=\$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
Kayla Oakes	May 15, May 18	Kingwood Twp School, TBD	N/A
Jemma Buccine	May 15, May 18	Kingwood Twp School, TBD	N/A

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. Travel Expenditures

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage/Tolls	Total
Katie Franks	Acts of Hate in Schools Workshop	3/10/20	N/A	N/A	N/A
Emma Alparone	ESEA Consultation Requirements	3/11/20	N/A	\$23.80	\$23.80
Melissa Patane	Acts of Hate in Schools Workshop	3/10/20	N/A	\$23.10	\$23.10

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

8.3.5. 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:

Fund	Appropriations	Tax Levy
General Fund	\$8,768,910	\$6,567,650
Special Revenue Fund	\$843,378	
Debt Service Fund	\$531,500	\$453,251
Total Budget	\$10,143,788	\$7,020,901

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

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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.

John Jennings, School Business Administrator updated the Board on the Budget. Greg Hobaugh noted a meeting previously scheduled with the Borough had to be canceled as a result of a conflict. He noted he has invited the Borough to attend the Public Meeting on April 20th, Final Budget approval.

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 increased in health benefit costs 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.

8.3.6 The submission of the carryover of the 2018-2019 ESEA Grants to 19-20 Fiscal Year for the following amounts:

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

8.3.7 Board Architects, FKA Architects, the submission of documents regarding the Exterior Water Drainage Elementary School Project, to the NJ Department of Education for their approval.

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

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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.

Bonnie Flemming, Chief Financial Officer of the Borough of High Bridge invited Greg Hobaugh, Superintendent and John Jennings, School Business Administrator to a meeting with the Borough to discuss shared services.

Parent Melissa Gibbs commented on correspondence she received from Greg Hobaugh on her concerns regarding the school climate. She appreciated the response and that the school seems to be addressing her concerns regarding the school climate. She stated she is moving her child to a private/charter school and wanted to know what the High Bridge School District would do regarding transportation.

10. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 7:58 pm Michelle Corley and a second Robert Imhoff, unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Budget, State Aid, Preschool Expansion
- Meeting regarding shared services
- Litigation matter

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

Board President calls for a motion at 8:58 pm Karyn Gove and a second Erin Delgado, unanimously approved, to reconvene public session.

12. ADJOURNMENT

Board President calls for a motion at 8:59 pm Karyn Gove and a second Robert Imhoff, unanimously approved, to adjourn the meeting.

Respectively Submitted,

John Jennings
School Business Administrator/Board Secretary