

**HIGH BRIDGE BOARD OF EDUCATION  
REORGANIZATIONAL MEETING  
Wednesday, January 6, 2021**

**1. OPENING OF MEETING - 6:30 PM** *Meeting began at 6:30 pm*

John Jennings, Board Secretary, will preside over the 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 on Google Meet due to current restrictions for COVID-19. Email comments directly to Cindy Sharkey: [csharkey@hbschools.org](mailto:csharkey@hbschools.org). Please mute your microphone to reduce feedback and notify the board if you intend to record this meeting. The High Bridge Board of Education follows these standard procedures for remote meetings.

**Date:** Wednesday January 6, 2021

**Time:** 6:30 pm

**Formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE**

**3. OFFICIAL RESULTS OF ANNUAL SCHOOL BOARD ELECTION**

*(Attachment: Certificate of Election )*

<b>Name</b>	<b># Votes</b>	<b>Term</b>
Cynthia Sharkey	1,683	3 year term
Erin Delgado	1,634	3 year term
Tori Thomsen	1,714	1 Year Unexpired Term

*John Jennings noted the election results and congratulated the board members*

**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 of Office)*

*John Jennings witnessed all the board members read the oath of office*

**5. ROLL CALL** by John Jennings, SBA / Board Secretary

Erin Delgado <i>Present</i>	Robert Imhoff <i>Present</i>
Tori Thomsen <i>Present</i>	Karyn Gove <i>Present</i>
James Garner <i>Absent</i>	Cindy Sharkey <i>Present</i>

Additional Members Present: Dr. Gregory Hobaugh, Superintendent

John Jennings, SBA / Board Secretary *both present*

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

<b>Trustee</b>	<b>Expiration of Term</b>
Erin Delgado	2023
Cindy Sharkey	2023
James Garner	2021

Tori Thomsen	2021
Michelle Corley	2021
Robert Imhoff	2022
Karyn Gove	2022

John Jennings noted the expiration of terms. He also noted the Michelle Corley unfortunately had to resign her position

**7. ELECTION FOR OFFICE OF PRESIDENT**

**7.1.** Board Secretary calls for nominations from the floor for the office of President  
*Karyn Gove nominates Cindy Sharkey for School Board President. No other nominations were presented. John Jennings called for a motion to close the nominations, Tori Thomsen motioned, Karen Gove seconded the motion, unanimously approved.*

*\*\*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.*

Board Secretary conducts election for the office of President

Name:	Candidate 1	Candidate 2	Candidate 3	Abstain	Absent
Erin Delgado	X				
James Garner					X
Karyn Gove	X				
Robert Imhoff	X				
Tori Thomsen	X				
Cindy Sharkey	X				

*Cindy Sharkey elected School Board President 5-0-0-1*

**7.2.** 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  
*Erin Delgado nominates Karyn Gove for School Board Vice President. No other nominations were presented and the nomination process closed.*

President conducts election for the office of Vice President

Name:	Candidate 1	Candidate 2	Candidate 3	Abstain	Absent
Erin Delgado	X				
James Garner					X
Karyn Gove	X				
Robert Imhoff	X				
Tori Thomsen	X				
Cindy Sharkey	X				

*Karyn Gove elected School Board Vice President 5-0-0-1*

## 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 *Erin Delgado* as the district representative for Hunterdon County Educational Services Commission.

### 9.4. ADOPTION OF THE CODE OF SCHOOL ETHICS (*Attachments: Code of Ethics and Ethics Acknowledgement of Receipt*)

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. **Sign and return copy to the Board Secretary.**

### 9.5. PARLIAMENTARY PROCEDURES

Resolved that the Board approve the following item:

To adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meeting 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 \$32,000 if they do not 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% (\$4,800) 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% (\$4,800) 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;

**9.8. Motion to authorize** the Business Administrator/Board Secretary to approve the payment of bills between board meetings pursuant to N.J.S.A. 18A:19-4.1. Such warrants shall be presented to the board at the next Regular Business Meeting for ratification.

**9.9. Motion to establish** a Negotiations Committee.

**9.10. Motion to establish** an ad hoc committee for the purpose of conducting a reevaluation of the High Bridge Board of Education’s HIB policy.

**Board President** calls for a motion and a second to approve 9.4. - 9.10.:

Motion: <i>Erin Delgado</i>		Second: <i>Robert Imhoff</i>		
Name:	Yes	No	Abstain	Absent
Erin Delgado	X			
James Garner				X
Karyn Gove	X			
Robert Imhoff	X			
Tori Thomsen	X			
Cindy Sharkey	X			

*Motion approved 5-0-0-1*

## Regular Work Session

### 10. PRESENTATION & RECOGNITION ITEMS

#### 10.1. Superintendent’s Report

##### 10.1.1. Superintendent Update

*Greg Hobagha reviewed the following items with the Board*

- *Would present progress on the District goals to the Board in next week's Board meeting*
- *Noted Start Strong NJ Assessments will be released in February*
- *Congratulated High Bridge Educator of the Year winners Courtney Shiffman (ES) and Coleen Conroy (MS)*
- *Reviewed District Policy 1649 Federal Families First Coronavirus (Covid-19) Response Act*
- *Noted a HIB in December that will be voted on next week’s meeting*

- *Noted he Riced himself for today's and next Monday's meeting*

**10.1.2. Business Administrator Report**

*John Jennings reviewed the following items with the Board*

- *Auditors would present a summary of the results to the Board in next Monday's meeting*
- *Noted the extra Cares Act allocated to the district in the amount of \$1,129 which acceptance is to be approved by the Board at next Monday's meeting*
- *Steve Weber, Greg Hobaugh and I met to discuss potential maintenance items/projects for the second half of the school year.*

**11. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Michelle Corley <i>(Attachment: Corley Resignation)</i>	12/18/20	Resignation
Danielle Weber <i>(Attachment: Weber MA+30 Request)</i>	12/22/20	Salary Guide Movement

**12. REPORTS TO THE BOARD**

**12.1. Board President's Report**

*Cindy Sharkey noted that Michelle Corley regrettably announced she was resigning from the Board given health issues. (see correspondence above). Cindy Sharkey thanked her for her service and wished her a speedy recovery. Cindy noted that January is School Board Appreciation Month and thanked all the Board members for their service to the District. She reminded the Board to sign and return their oath of office to the Business Office.*

**12.2. Appoint members of Negotiation and Ad Hoc Committee.**

*Cindy Sharkey appointed James Garner (chair), Robert Imhoff and Cindy Sharkey to the Negotiations committee. Cindy Sharkey appointed Erin Delgado (chair), Tori Thomsen and Karyn Gove to the Ad Hoc Committee.*

**13. ACTION ITEMS**

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

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

**13.2.1.** Movement on the salary guide as of February 1, 2021 for Danielle Weber from MA+15 Step 4 to MA+30 Step 4, pending receipt of required documentation, at an annual salary of \$66,305.00 based on the 2020-2021 Guide in accordance with the 2018-2021 Agreement between the HBBOE and HBEA.

**13.2.2.** Course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Coutney Shiffman	Emerging Technology Tools & Curriculum	Rowan University	Jan, 2021 - March, 2021	\$2,055.00
Coutney Shiffman	Digital Citizenship in 21st Century Schools	Rowan University	March, 2021 - May, 2021	\$2,055.00

*Greg Hobaugh reviewed the items with the Board.*

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

**13.3.1. Payment of Bills**

- 13.3.2. Financial Reports
- 13.3.3. Transfers
- 13.3.4. Cares Emergency Relief Grant additional funds acceptance)

*John Jennings reviewed the items with the Board*

**14. 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*

**15. EXECUTIVE/CLOSED SESSION**

**Board President calls for a motion at 6:57 pm Erin Delgado** and a second **Tori Thomsen, unanimously approved,** in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Negotiations
- Personnel

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.

**16. RECONVENE PUBLIC SESSION**

**Board President calls for a motion at 7:10 pm Karyn Gove** and a second **Erin Delgado, unanimously approved,** to reconvene public session.

**17. ADJOURNMENT**

**Board President calls for a motion at 7:12 pm Robert Imhoff** and a second **Karyn Gove, unanimously approved,** to adjourn the meeting.

Respectfully submitted,



John Jennings  
Business Administrator/Board Secretary