

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Monday, January 11, 2021**

1. OPENING OF MEETING - 6:30 PM (*meeting began at 6:30 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. Email comments directly to Cindy Sharkey: 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: Monday January 11, 2021

Time: 6:30 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

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

Erin Delgado *Present*

Robert Imhoff *Present*

Tori Thomsen *Absent*

Karyn Gove *Present*

James Garner *Absent*

Cindy Sharkey *Present*

Additional Members Present:

Dr. Gregory Hobough, Superintendent *Present*

John Jennings, SBA / Board Secretary *Present*

4. PRESENTATION & RECOGNITION ITEMS

4.1. Superintendent's Report

4.1.1. 2020-2021 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	30	-	-	-	30
K	2	37	-	-	-	37
1	2	25		-	-	25
2	2	31	-	-	-	31
3	2	33	-	-	-	33
4	2	39	1	-	-	40
Elementary School Total						196
5	2	27	-	-	-	27
6	2	42	-	-	-	42
7	2	38	-	1	-	39

8	2	43	1	-	-	44
Middle School Total						152
District Total	21	345	2	1		348

4.1.2. Staff Attendance for December 2020 (*Attachment: December 2020 Staff Attendance*)

4.1.3. 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	NA	NA	NA	NA								
Aug	NA	NA	NA	NA								
Sept	A-9/15 B-9/17	A-9/22 B-9/24	A-9/14 B-9/17	A-9/21 B-9/24								
Oct	A-10/5 B-10/9	A-10/20 B-10/30	A-10/5 B-10/8	A-10/13 B-10/15								
Nov	A-11/16 B- **	A-11/9 B- **	A-11/9 B-11/12	A-11/17 B-11/19								
Dec	A-12/1 B-12/03	A -12/15 B-12/04	A-12/1 B-12/3	A-12/8 B-12/3						1		
Jan	A-1/04 B-1/07		A-1/05 B-1/07									
Feb												
March												
April												
May												
June												

* Investigation is in progress

**November drills were not completed for Group B students due to the holidays, weather & COVID closures on B days.

4.1.4. Superintendent Update

4.1.4.1. District Goal Progress (*Attached: Strategic Action Plan 20-21 Fall*)

Greg Hobaugh updated the Board on progress (October- December)towards the three goals which are:

- Goal 1- All students will improve their reading analysis, writing and critical thinking skills in all areas by incorporating evidence based analysis on formal assessments

- Goal 2 - To implement and maintain programs that support students both socially and emotionally through tiered approach featuring a kind of responsive environment, targeted support and intensive interventions.
- Goal 3 - To increase student attendance to increase academic success, proficiency and confidence in both academic and emotional areas

Erin Delgado asked if more statistical information (numbers) could be provided regarding progress on goals 1 and 3.

4.1.5. Business Administrator Report

4.1.5.1. Presentation on 2019-2020 Audit by Andrew Kucinski and Bud Jones of Nisivoccia (Attachment Audit Presentation)

Andrew Kucinski from Nisivoccia reviewed the summary audit results with the Board. John Jennings thanked Andrew Kucinski for his efforts in helping him get acclimated to his position.

5. REVIEW OF OFFICIAL CORRESPONDENCE

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

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. December 14, 2020 Regular Meeting Minutes (*Attachment: 12 14 20 Regular Session Minutes*)
- 7.2. January 6, 2021 Reorganization Meeting Minutes (*Attachment: 1 6 20 Reorganization Meeting Minutes*)

Board President calls for a motion and a second to approve 7.1 & 7.2:

Motion: <i>Erin Delgado</i>		Second: <i>Karyn Gove</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 passes 4-0-0-2

8. REPORTS TO THE BOARDx

8.1. Board President’s Report

8.1.1. COVID -19 Case Count (Attachment: casecountbymunicipality 1 7 21)

Cindy Sharkey noted the next county meeting on Jan 21 st. Cindy also with regret noted the resignation of Michelle Corley from the High Bridge Board of Education and asked if anyone was interested in serving on the board to contact the Board Office. Cindy noted the Covid -19 casse count of 121 cases as of 1/7/21. Cindy also noted she was appointing Robert Imhoff as Chair of the Negotiations Committee and Erin Delgado as a temporary member of the Negotiations Committee replacing James Garner, due to personal circumstances of James Garner which preclude James from serving on the Committee at this time.

8.2. Erin Delgado to present Ad Hoc Committee HIB Update

- On Dec 9th Committee met with Greg Hobough and staff
- Discussed how district is/can provide a nurturing environment
- How HIB Policy supports a nurturing and respectful climate
- How HIB Policy/process can continue to improve which will result in continued trust in the process
- Committee looking at other issues and will report to the Board their findings in June 2021

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.).

9.1. Board President calls for a motion at 7:15 pm Karyn Gove and a second Robert Imhoff, unanimously approved, to affirm, reject, or modify, by voice vote, the superintendent’s decision in HIB Report #MS01 (Attachment: 20 -21MS01 Redacted).

Motion unanimously affirmed superintendent's decision

10. ACTION ITEMS

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

10.2. Human Resources - Personnel, Management & Community Relations

10.2.1. Motion to approve movement on the salary guide as of February 1, 2021 for Danielle Weber from MA+15 Step 4 to MA+30 Step 4, 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.

10.2.2. Motion to approve Course reimbursement for:

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

10.2.3. Motion to approve the following employees for the hours above their contracted time necessary to attend ADL Bias & Social Justice training on January 12 and January 19, 2021.

Name	Total Hours	Hourly Rate	Total
Brenda Krushinski	3.00	\$29.11	\$87.33
Nicole Orzel	3.00	\$29.11	\$87.33

10.3. Educational Resources - Finance and Facilities

10.3.1. Payment of Bills

Audit of Invoices (*Attachment: 1 11 21 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	Dec 15 - Jan 11	\$ 180,876.91
Payroll	December 15	\$ 241,308.74
Payroll	December 23	<u>\$ 241,684.44</u>
	Total	\$ 663,870.09

10.3.2. Financial Reports (*Attachments: December Board Secretary and Treasurer Reports - Signed*)

Report of the Board Secretary and Treasurer’s Report for December 2020

Resolved, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the month of December 2020 as per the procedure instituted by the State Department of Education, wherein the required certification by the Board Secretary is adhered to in the attachment.

Certification of Fund Balances

Resolved, that pursuant to N.J.A.C. 6A:23A-16.10(b), the Board of Education certify for the month of December 2020, after review of the Secretary’s monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C.6A:23A-16:10(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

January 8, 2021

John Jennings
Business Administrator

10.3.3. Motion to approve Line Item Transfers for December 2020 (*Attachment: December Transfer Report*)

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

10.3.4. Motion to approve the acceptance of the additional funds allocated to the District from the CARES Emergency Relief Grant in the amount of \$1,129

- 10.3.5. Motion to accept** the resignation of Michelle Corley from the Board of Education, whose seat expires on December 31, 2021, effective December 18, 2020.

Motion 10.2.5 was added by John Jennings Board Secretary on January 11, 2021

Board President calls for a motion and a second to approve 10.1-10.3.5:

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

Motion passes 4-0-0-2

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 7:39 pm Karyn Gove and a second **Erin Delgado, unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- 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.

13. RECONVENE PUBLIC SESSION

Board President calls for a motion at 7:50 pm Karyn Gove and a second **Robert Imhoff, unanimously approved**, to reconvene public session.

14. ACTION ITEM

Motion to approve the Executive Minutes

- 14.1.1. December 14 2020 Regular Session Executive Minutes (*Attachment 12 14 20 Regular Session Minutes*)
- 14.1.2. January 6, 2021 Reorganization Meeting Executive Minutes (*Attachment 1 6 21 Reorganization Meeting Executive Session Minutes*)

Board President calls for a motion and a second to approve 14.1.1 & 14.1.2

Motion: <i>Robert Imhoff</i>		Second: <i>Karyn Gove</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 passes 4-0-0-2. Note Action item 14 was moved to after the board reconvene from public session by John Jennings Board Secretary.

Greg Hobaugh noted that he sent a letter of vacancy for the open board of education member position to the Town and School websites and that it would also be posted on the elementary school front sign.

15. ADJOURNMENT

Board President calls for a motion *at 7:55 pm Karyn Gove* and a second *Erin Delgado, unanimously approved,* to adjourn the meeting.

Respectively Submitted



John Jennings
Business Administrator/Board Secretary