

**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
Monday, October 5, 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 and also on Google Meet due to current restrictions for COVID-19. Please note that you can email comments directly to Cindy Sharkey: [csharkey@hbschools.org](mailto:csharkey@hbschools.org). Please mute your microphone to reduce feedback. Please notify the board if you intend to record this meeting.

**Date:** Monday October 5, 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*

Michelle Corley *Present*

Tori Thomsen *Present*

James Garner *Present*

Cindy Sharkey, President *Present*

Karyn Gove, Vice. Pres. *Present*

Additional Members Present: Dr. Gregory Hobaugh, Superintendent, John Jennings Business Administrator/Board Secretary *both present*

**4. PRESENTATION & RECOGNITION ITEMS**

**4.1. Superintendent's Report**

**4.1.1. Superintendent Update**

*Greg Hobaugh discussed the following topics;*

- *E/S Baby Shower for preschool teacher*
- *Next week's presentation to the Board*
- *Review of text books for E/S as some digital subscriptions are expiring*
- *Hispanic awareness month*
- *Spanish teacher leaving October 21st. Discussed options on how to fill position/program*
- *Work Family Connection*
- *Back to School Night*
- *Parent Teacher Conferences*
- *September Fire Drills completed*
- *E/S now serving breakfast*
- *Go-Guardian Software*
- *Facilities request HighBridge Town Council*

Several Board members asked questions regarding the use of the facilities given current guidelines and how cleaning/health protocols were going to be followed. They also discussed whether the district would need to allow other organizations the opportunity to submit facility use requests (consistency). Cindy Sharkey took a straw poll of the Board where they all agreed to allow the Town Council to hold their meeting on Thursday October 8th and would re-evaluate the request at the October 13th Board Meeting.

**4.2. School Business Administrator’s Report**

John Jennings reviewed the following topics with the Board;

- E/S Classroom cleaned and passed testing. Carpet is scheduled to be replaced with tile
- E/S began serving lunch
- High Bridge is receiving \$14,975 in Coronavirus Relief Fund
- Preliminary planning on potential capital projects for next year’s budget
- Internet bandwidth upgrade completed

**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 noted the following items;

- Noted the next NJ School Board Meetings are October 15 and November 19th
- She and Erin Delgado are planning on attending the Ready, Set, Bargain workshop at the NJSBA
- Read the the three Board’s goals for 2020-2021 and plans on updating the progress going forward
- Robert Imhoff noted at the School Board Meeting that they plan on having a panel discussion what things are working well and what things are not working well from a remote learning perspective

**7. ACTION ITEMS**

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

- 7.1.1. Disposal of outdated library books. (Attachment: Book List 10 13 20)
- 7.1.2. Elimination of the Elementary School Special Education Multiple Disabilities program. (Attachment: Request to Eliminate MD Program)

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

- 7.2.1. Following employees for the hours above their contracted time necessary to attend in-service day on 9/23/20.

Name	Hours	Hourly Rate	Total
Brenda Krushinski	2.75	\$29.11	\$80.05
Laura Pellegrino	3.6	\$29.11	\$104.80
Nicole Orzel	1.38	\$29.11	\$40.17

- 7.2.2. Coleen Conroy as TREP\$ Coordinator at a rate of \$21.48 per hour not to exceed 14 hours for a total of \$300.72.
- 7.2.3. Jemma Buccine and Kayla Oakes as TREP\$ Advisors at a rate of \$29.11 per hour not to exceed a total of 14 hours each, for a total of \$407.54 each.

- 7.2.4. Kayla Oakes and Coleen Conroy as Co-Advisors of the middle school Environmental Club Fall and Spring sessions not to exceed 44 total hours (22 for each session) at a rate of \$29.11 per hour for a total of \$1,280.84.
- 7.2.5. Jana Brown as Elementary School Homework Club Advisor at a rate of \$29.11 per hour not to exceed 140 hours for a total of \$4,075.40 paid through Title I funds.
- 7.2.6. Unified Club Co-Advisors at a rate of \$29.11 per hour for a total of 40 hours. Compensation will be paid by a grant from the Special Olympics.

*Greg Hobaugh reviewed the Action Items above with the Board*

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

- 7.3.1. Payment of Bills
- 7.3.2. Financial Reports
- 7.3.3. Line Item Transfers
- 7.3.4. Submission of Comprehensive Maintenance Plan and M1 for 2019-21 (*Attachments: High Bridge CMP 20-21 and High Bridge M1 20-21*)

**WHEREAS**, the Department of Education requires New Jersey School Districts to submit three year maintenance plans documenting “required” maintenance activities for each of its public facilities, and

**WHEREAS**, the required maintenance activities as listed in the attached document for the various school facilities of High Bridge Board of Education are consistent with these requirements, and

**WHEREAS**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M1 for the High Bridge Board of Education in compliance with the Department of Education requirements.

- 7.3.5. Acceptance of a donation in the amount of \$1,500 for Ray’s Reef from Ray & Amanda McCarthy.
- 7.3.6. Acceptance of the Coronavirus Relief Fund Grant in the amount of \$14,975.
- 7.3.7. Delivery Service Agreement with Maschio’s Trucking, LLC for the 2020-2021 school year. (*Attachment: High Bridge Maschio’s Trucking Delivery Agreement 20-21 Sys*)
- 7.3.8. Disposal of the following outdated textbooks:

Title	ISBN	Year	Quantity
United States History: Beginnings to 1877	978-0-547-48469-3	2012	27
World History: Ancient Through Early Modern Times	978-0-547-01854-6	2009	47

- 7.3.9. Soft drink and coffee sales to district staff from the Pre-Vocational Autistic and Behavioral Disabilities Programs at the Elementary and Middle Schools. Profits will go back into the program to replenish the drinks, maintain Coverp Cafe, and supply additional items to be made and sold to provide student behavioral incentives and to further enhance Life Skills while expanding the program pre-vocational activities, in preparation for Pre-Community Based Instruction (CBI) and Field Experience.

**7.3.10. USE OF FACILITIES**

Organization	Dates	Times	Location
High Bridge Borough	10/8, 10/22, 11/12, 12/10	7 pm - 10:30 pm	MS Cafe/ES Gym

### 7.3.11. Travel Expenditure for Workshops

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Total
Brenda Krushinski	Wilson Language Training Prerequisite Course	Sept. 30 - Oct. 2, 2020	\$650.00	N/A	\$650.00
Brenda Krushinski	Just Words Virtual Launch Workshop	Oct. 14, 2020	\$300.00	N/A	\$300.00
Melissa Ozoria	Nurtured Heart Prerequisite Course	Oct. 19, 2020	\$99.00	N/A	\$99.00
Melissa Ozoria	Nurtured Heart Virtual Training	Oct. 25-30, 2020	\$1,499.00	N/A	\$1,499.00
Erin Delgado	NJSBA Ready, Set, Bargain	Oct. 16, 2020	\$149.00	N/A	\$149.00
Cindy Sharkey	NJSBA Ready, Set, Bargain	Oct. 16, 2020	\$149.00	N/A	\$149.00

*John Jennings reviewed the Finance and Facilities items with the Board.*

## 8. 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. *Nicole Cahill, E/S Nurse asked about the facility use on the agenda and whether the Town Council meeting was limited to just the Town Council or open to the public. Greg Hobaugh noted that the meeting was being open to the public and that the Town Council would be following the health protocols as well as be responsible for paying for the added cleaning of the room.*

## 9. EXECUTIVE/CLOSED SESSION

**Board President calls for a motion at 8:08 pm Erin Delgado** and a second **Karyn Gove, unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Support Staff Contracts
- Negotiations

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.

## 10. RECONVENE PUBLIC SESSION

**Board President calls for a motion at 8:30 pm Karyn Gove** and a second **James Garner, unanimously approved**, to reconvene public session.

## 11. ADJOURNMENT

**Board President calls for a motion at 8:32 pm Karyn Gove** and a second **Erin Delgado, unanimously approved**, to adjourn the meeting.

October 13, 2020

Respectfully submitted,

A handwritten signature in black ink, appearing to read "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