

**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
Monday, November 8, 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 in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829, alternatively the meeting will be available on Google Meet. 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 November 8, 2021

**Time:** 6:30 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*

Tori Thomsen *Absent*

Colleen Poles *Present*

James Garner *Absent*

Cindy Sharkey *Present*

Karyn Gove *Present*

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

John Jennings, Business Administrator/Board Secretary *Present*

**4. PRESENTATION & RECOGNITION ITEMS**

**4.1. Superintendent's Report**

*Greg Hobaugh reviewed the following with the Board:*

- *State mandated testing of unvaccinated staff, no issues with compliance thus far*
- *Middle School Halloween Dance*
- *November 17th staff in service day (professional development)*
- *1st round of parent/teacher conferences completed, offered in-person and virtual option*
- *Evaluating lunch procedures to allow ES students to enter the line after winter break*

*Cindy Sharkey inquired as to how most parents participated in the conferences and what concerns did they share with staff? Greg Hobaugh noted the conferences were well attended and that he would get back with more data at next week's meeting. Robert Imhoff asked about what conference days were offered and how they filled up? Gregg noted he would have more data available at the next Board meeting.*

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

- 4.2.1.** *Update on Boiler- John Jennings reviewed the bid opening for the Middle School Boiler Replacement Project with the board. Noted the bid came in lower than budgeted.*

- 4.2.2.** Update on Election - *John Jennings noted that the final elections results were not yet available from the county office but that Colleen Poles and Mia Baldwin won their spots given they ran unopposed. Still waiting for write-in results.*  
*On a separate note, John Jennings discussed the potential for rising insurance premiums on the commercial/liability side and to a lesser extent on the health insurance side that could impact next year's budget 22-23. More information would be available from our Insurance Broker in Mid January.*

## 5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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*None*

## 6. REPORTS TO THE BOARD

- 6.1.** Board President's Report - *Cindy Sharky noted the three NJSBA training dates for Gwen Thorton of NJSBA. This training is part of the Board's Goal of maintaining its certified board status. She also discussed topics presented at the recent NJSBA workshop. Karyn Gove also discussed topics that she felt were interesting/relevant.*
- 6.1.1.** Hunterdon County School Boards Association Meeting Update - Robert Imhoff - *Robert noted the next county meeting is tomorrow with the topic being SEL. This is the last meeting scheduled for the calendar year 2021.*
- 6.1.2.** NJSBA Training Dates
- February 7, 2022
  - March 4, 2022
  - April 25, 2022
- 6.1.3.** Field Services Topics (*Attachment: FSR Programs Oct 2021*)

## 7. ACTION ITEMS

- 7.1. Student Achievement - Curriculum, Instruction, Technology & Policy**
- 7.1.1.** Submission of the NJDOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2020-2021 school year. (*Attachment: School Self-Assessment ES - 2021 Submission, and School Self-Assessment MS - 2021 Submission*)
- 7.1.2.** 2021-2022 School Safety and Security Plan. (*Attachment: SS&SP 2021-2022*)
- 7.1.3.** Submission of the School Safety and Security Plan Annual Review Statement of Assurance. (*Attachment: SS&SP 2021-20 SOA*)
- 7.1.4.** 2021-2022 Mentoring Plan (*Attachment: 2021-22 Mentoring Plan*)
- 7.1.5.** Updated LEA Plan for Safe Return to In-Person Instruction and Continuity of Services Plan. (*Attachment: HB Safe Return Plan - Revised Nov, 2021*)
- 7.1.6.** Updated High Bridge School District COVID-19 Protocols for 2021-2022. (*Attachment: HBSD COVID-19 Protocols 21-22 Revised 11 2021*)
- 7.1.7.** Mindfulness Movement Class, a 45 minute after school SEL program provided by Hunterdon Medical Center at no cost to the district. Classes would meet on November 16, 23, 30 and December 7. (*Attachment: Mindfulness Movement Permission Slip*)
- 7.1.8.** Revised and/or new policies and regulations. (*Attachments: Alert 225 Policies & Alert 225 Regulations Recommendations*)
- 7.1.8.1.** P 1648.13 School Employee Vaccination Requirements (M) (New)

7.1.8.2. P 1648.14 Safety Plan for Healthcare Settings in School Buildings – COVID-19 (M) (New)

7.1.8.3. P 2425 Emergency Virtual or Remote Instruction Program (M) (New)

7.1.8.4. P & R 5751 Sexual Harassment of Students (M) (Revised)

7.1.9. Class trips and transportation:

Grade	Location	Cost	Cost Incurred By
6	YMCA Camp Bernie	\$75.00	Parent/Guardian

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

7.2.1. Moira Hardesty as Assistant to the Business Administrator effective November 16, 2021 through June 30, 2022 at a prorated annual salary of \$55,000.00.

7.2.2. Heather Valenta as Business Office Transition Consultant at a rate of \$27.02 not to exceed 10 hours for a total of \$270.20.

7.2.3. Nicole Cahill as school nurse for after school co-curricular activities as needed in accordance with students' medical plan. Compensation will be at the contracted rate of \$32.00 per hour.

7.2.4. William Scott as Boys' Basketball coach at the stipend rate of \$2,183.00 pending background check and certification.

7.2.5. Heidi Miller as a homebound instructor at the contracted rate of \$35.42 per hour.

7.2.6. Bhava Sharma and Patty Beard as paraprofessional aides for after school co-curricular activities in accordance with students' IEP. Compensation will be at the contracted rate of \$14.50 per hour.

7.2.7. Resignation of Melissa Ozoria as MS Unified Club Advisor and to accept Maria Nardone as replacement Unified Club Advisor for 18 hours at the contracted rate of \$32 per hour for a total not to exceed \$576.00.

7.2.8. Alison Manley for one (1) hour above contracted time at a rate of \$32.00 per hour necessary to attend Wilson Training on September 29, 2021.

7.2.9. Amy Miller for 0.5 hour above contracted time at a rate of \$32.00 per hour necessary to attend Wilson Just Words Training on October 22, 2021.

1.1.1. Gregory A. Hobaugh, Ed.D. as COVID-19 Safety Coordinator.

*Greg Hobaugh reviewed all of the action items with the Board*

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

7.3.1. Travel Expenditures for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Marisa Monaco	Handle with Care	1/6/22	\$450.00	\$18.27	\$32 (1 Hour)	\$500.27
Heidi Miller	Handle with Care	1/6/22	\$450.00	N/A	\$32 (1 Hour)	\$482.00
Melissa Patane	HCSCA Membership		\$20.00	N/A	N/A	\$20.00

7.3.2. Payment of Bills

7.3.3. Financial Reports

**7.3.4. MIDDLE SCHOOL BOILER REPLACEMENT PROJECT**

Sealed Bid responses were opened Thursday, October 14, 2021 at 2:00 PM at the Elementary School Media Center. John Jennings, Gregory Hobaugh, Steven Weber and Michael Bieri (School Architect from FKA Architects) were present. The following are the results: *(Attachment Bid Recommendation-FKA Architect)*

<b><u>Company</u></b>	<b><u>Bid Amount</u></b>
K&D Contractors, LLC	\$462,500
Reiner	\$495,450
Estock Piping	\$502,538
DeSesa Engineering Co., Inc.	\$527,600
SRJ Mechanical LLC	\$564,000
Pennetta Industrial Automation, LLC	\$622,000
CD Vanderbeck & Son	\$667,890
Framan Mechanical	\$775,000
Bill Leary A/C & Heating	No Bid
Donnelly Energy	No Bid
William Smith, LLC	No Bid

**7.3.5.** Line Item Transfers for October 2021 *(Attachment: October Transfer Report - Signed)*

**7.3.6.** Electronics Recycling *(Attachment: Technology Recycling List 11/2/2021)*

**7.3.7.** Use of Facilities

<b>Organization</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
HB PTO	11/16, 12/14, 1/18, 2/15, 3/15, 4/12, 5/17, 6 /7	7-8 pm	ES Library
Girls on the Run	Sunday, November 14th	10am-2pm	MS Parking Lot
Huskies Cheer	November 13 & November 14	8am-4pm	ES Gym

**7.3.8.** Consulting Service Agreement with Educational Consortium for Telecommunications Savings (E-Rate) for July 1, 2022 to June 30, 2023 *(Attachment: ECTS FY 22 Service Agreement)*

**7.3.9.** 21-22 Budget Calendar for the 2022-2023 budget year. *(Attachment: 22-23 Budget Calendar)*

**7.3.10.** Carryover of the 2020-2021 funds for ESEA and IDEA Grants to 21-22 for the following amounts:

Title IA: \$7,135

Title IIA: \$2,591  
 Title IV Part A: \$3,112  
 IDEA Basic : \$30,258  
 IDEA Preschool: \$3,252

**7.3.11.** Submission of the American Rescue Plan ESSER III Grants for the following:

ESSER III	\$251,658
Accelerated Learning Coaching and Educator Support	\$ 50,000
Evidence-Based Summer Learning and Enrichment	\$ 40,000
Evidence-Based Comprehensive Beyond the School Day	\$ 40,000
NJTSS Mental Health Support Staffing	\$ 45,000

**7.3.12.** Submission of a Sustainable Jersey for School Grant Application

**WHEREAS**, Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children; and;

**WHEREAS**, The High Bridge Board of Education seeks to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

**WHEREAS**, High Bridge Board of Education is participating in the Sustainable Jersey for Schools Program; and

**WHEREAS**, one of the purposes of the Sustainable Jersey for Schools Program is to provide resources to school districts to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey for Schools Small Grants Program;

**THEREFORE**, the High Bridge Board of Education has determined that the High Bridge School District should apply for the aforementioned grant program. The Grant will cover the costs of new heating controls at both of our schools.

**THEREFORE, BE IT RESOLVED**, that of the High Bridge Board of Education, State of New Jersey, authorize the submission of the aforementioned Sustainable Jersey for Schools Grant.

**7.3.13. RESOLVED**, that the Board of Education apply for Preschool Expansion Aid for the 2022-23 school year and subsequent years upon submission of a yearly update, which will allow the District to expand its existing preschool. The Preschool Expansion Plan provides a description of how the school district will implement each component of a high-quality preschool program, as detailed in the New Jersey Administrative Code 6A:13A and in the Preschool Program Implementation Guidelines. The District's plan is for the operation of a "targeted preschool program" for "at-risk" three and four year olds as defined in the N.J.A.C. 6A:13A. **BE IT FURTHER RESOLVED** , that the Board of Education authorizes the administration to execute the necessary documents.

*John Jennings and Greg Hobaugh reviewed the Educational and Financial items with the Board. Cindy Sharkey thanked Greg Hobaugh for an email that noted Lynn Gresko and Rob Borkowski assisted a*

<b>Premium Comparison</b>
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## Premium Comparison & Summary

Premiums as proposed:

Company	Policy	20-21 Expiring Premium	21 – 22 Renewal Premium
SAIF	<b>Package Total</b>	<b>\$72,018</b>	<b>\$82,536</b>
	<b>Workers' Compensation</b>	<b>\$62,760</b>	<b>\$62,531</b>
	<b>Supplemental Workers Compensation</b>	<b>\$3,391</b>	<b>\$2,862</b>
	<b>School Board Legal Liability</b>	<b>\$10,029</b>	<b>\$12,647</b>
	<b>Total:</b>	<b>\$148,198</b>	<b>\$160,576</b>

Renewal quote represents an 8.3% increase. This falls within the 7%-10% recommended increase.

**Binding is subject to the following:**

- Completed and signed applications.

Coverage cannot be considered

*community resident in distress on Columbia Trail. She also thanked the two staff members for their community service.*

**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*

**8. EXECUTIVE/CLOSED SESSION**

**Board President calls for a motion at 7:28 pm Karyn Gove and a second Robert Imhoff, unanimously approved,** in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Level 4 Grievance

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.

**9. RECONVENE PUBLIC SESSION**

**Board President calls for a motion at 7:58 pm Erin Delgado and a second Robert Imhoff, unanimously approved,** to reconvene public session.

**10. ADJOURNMENT**

**Board President calls for a motion at 7:52 pm Erin Delgado and a second Robert Imhoff, unanimously approved,** to adjourn the meeting.

Respectfully Submitted



John Jennings  
Business Administrator/Board Secretary