

HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING
Monday, November 16, 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 on Google Meet due to current restrictions for COVID-19. Please note that you can email comments directly to Cindy Sharkey: csharkey@hbschools.org. Please mute your microphone to reduce feedback. Please notify the board if you intend to record this meeting

Date: Monday November 16, 2020

Time: 7:00 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

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

Erin Delgado *Absent*

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 and John Jennings Business Administrator/Board Secretary *Both Present*

4. PRESENTATION & RECOGNITION ITEMS

4.1. Middle School Student Leadership Officers to present on Lead4Change, a leadership program the middle school will be using.

Greg Hobaugh Introduced Courtney Shiffman regarding Lead4Change Program. Courtney Shiffman presented a video prepared by the student leadership group regarding virtual learning. Two students attending the virtual board meeting spoke about the program. One discussed the difficulty with virtual learning in staying on task and not getting distracted. Another student mentioned some of the virtual outside clubs the District has to help bring students together as well as promote kindness in school. Coleen Conroy mentioned the great jobs the students were doing in this program. Greg Hobaugh thanked the advisors and students for their efforts. James Garner and Cindy Sharkey both praised the presentation.

4.2. Superintendent's Report

4.2.1. 2020-2021 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	34	-	-	-	34
K	2	41	-	-	-	41
1	2	26	1	-	-	27

2	2	34	-	-	-	34
3	2	33	-	-	-	33
4	2	40	1	-	-	41
Elementary School Total						210
5	2	30	-	-	-	30
6	2	42	-	-	-	42
7	2	38	-	1	-	39
8	2	43	1	-	-	44
Middle School Total						155
District Total	21	361	3	1		365

4.2.2. Staff Attendance for October 2020 (*Attachment: October 2020 Staff Attendance*)

4.2.3. 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-11/9 A-11/9	A-11/9 B-11/12									
Dec												
Jan												
Feb												
March												
April												
May												
June												

* Investigation is in progress

4.2.4. Superintendent Update

Greg Hobaugh reviewed the following:

- Student enrollment and staff attendance
- Security and Fire Drills

- Next Weds optional state testing for students grade 4 through Middle School, free to students
- New UV Disinfection Machine.

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Donna Exley	10/10/2020	Thank You Letter (Attachment: Exley Letter)

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. *Parent forwarded an email to Cindy Sharkey regarding how the District is notifying parents of positive Covid Cases? Greg Hobaugh noted the District is following the reopening plans that were submitted and approved by the State as well as working with The County Health Department, which is responsible for doing contract tracing. James Garner asked a question regarding the recording of student absence due to being quarantined as a result of traveling outside the State. Greg Hobaugh noted that as long as the student is able to do their work virtually, they would not be marked absent.*

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

7.1. October 13, 2020 Regular Meeting Minutes (Attachment: 10 13 20 Regular Session Meeting Minutes)

Board President calls for a motion and a second to approve 7:

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

Motion passes 6-0-0-1

8. REPORTS TO THE BOARD

8.1. Board President's Report

1.1.1. COVID -19 Case Count (Attachment: Hunterdon County COVID-19 Case Count by Municipality 11.13.20)

Cindy Sharkey noted there are 44 Covid cases in High Bridge which is an increase over the last report. She mentioned the county meeting is scheduled for Thursday Nov 19th, virtual. She also mentioned that Board Members complete their Mandated Board Training by year end.

9. ACTION ITEMS

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

9.1.1. Motion to approve amended calendar for the 2020-2021 school year. (Attachment: Proposed Amended School Year Calendar 2020-2021)

- 9.1.2. Motion to approve** the submission of the NJDOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2019-2020 school year. (*Attachment: School Self-Assessment ES - 2020 Submission, ES Appendix A, School Self-Assessment MS - 2020 Submission and MS Appendix A*)
- 9.1.3. Motion to approve** the 2020-2021 School Safety and Security Plan. (*Attachment: SS&SP 2020-2021*)
- 9.1.4. Motion to approve** the submission of the School Safety and Security Plan Annual Review Statement of Assurance. (*Attachment: SS&SP 2020-21 SOA*)
- 9.1.5. Motion to approve** the adoption of standard procedures for remote board meetings due to the COVID-19 pandemic. (*Attachment: Standard Procedures for Remote HBBOE Meetings*)
- 9.1.6. Motion to approve** Lee Rozycki as advisor to Voorhees High School student Miranda Corley as she works to achieve her Girl Scout Gold Award. Miranda will be consulting Ms. Rozycki and other High Bridge Staff on fidget boxes, which will eventually be incorporated into the Unified Club.
- 9.1.7. Motion to approve** revised and/or new policies and regulations. (*Attachments: Alert 221 Policies Recommendations & Alert 221 Regulations Recommendations*)
- 9.1.7.1.** P 1620 - Administrative Employment Contracts (M) (Revised)
 - 9.1.7.2.** P 2431- Athletic Competition (M) (Revised)
 - 9.1.7.3.** R 2431.1 - Emergency Procedures for Sports and Other Athletic Activity (M) (Revised)
 - 9.1.7.4.** P 2451 - Adult High School (M) (Revised)
 - 9.1.7.5.** P 2464 - Gifted and Talented Students (M) (Revised)
 - 9.1.7.6.** P & R 5330.05 - Seizure Action Plan (M) (Revised)
 - 9.1.7.7.** P 6440 - Cooperative Purchasing (M) (Revised)
 - 9.1.7.8.** P & R 6470.01 - Electronic Funds Transfer and Claimant Certification (M) (New)
 - 9.1.7.9.** P & R 7440 - School District Security (M) (Revised)
 - 9.1.7.10.** P 7450 - Property Inventory (M) (Revised)
 - 9.1.7.11.** P & R 7510 - Use of School Facilities (M) (Revised)
 - 9.1.7.12.** P 8420 - Emergency and Crisis Situations (M) (Revised)
 - 9.1.7.13.** P 8561 - Procurement Procedures for School Nutrition Programs (M) (Revised)
 - 9.1.7.14.** P 1648 - Restart and Recovery Plan (M) (Revised)
 - 9.1.7.15.** P 1648.02 - Remote Learning Options for Families (M) (New)
 - 9.1.7.16.** P 1648.03 - Restart and Recovery Plan - Full-Time REmote Instruction (M) (New)

9.1.8. Motion to approve course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Christina Harding	Diagnosis & Correction Reading & Writing Diff II	Centenary University	Jan-May, 2021	\$1,913.85
Danielle Weber	The Principalship	Centenary University	Jan-May, 2021	\$1,913.85

9.2. Human Resources - Personnel, Management & Community Relations

- 9.2.1. Motion to approve** Melissa Ozoria as an Anti-Bullying Specialist.
- 9.2.2. Motion to approve** the following employees for the hours above their contracted time necessary to attend four (4) scheduled inservice days on 11/18, 12/16, 1/21, 2/24.

Name	Total Hours	Hourly Rate	Total
Christin Honickel	14.52	\$29.11	\$422.58

Brenda Krushinski	11	\$29.11	\$320.21
Laura Pellegrino	14.52	\$29.11	\$422.68
Lauren DiLanno	11	\$29.11	\$320.21
Thea Anaston	11.6	\$29.11	\$337.68
Jacklyn Carruthers	11.6	\$29.11	\$337.68
Kim Ziegler	11	\$29.11	\$320.21
Nicole Orzel	5.52	\$29.11	\$160.69

9.3. Educational Resources - Finance and Facilities

9.3.1. Motion to approve Travel Expenditures for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Total
Joan Murray	Practical Therapy Techniques for Challenging Articulation Cases	12/11/20	\$279.00	N/A	\$279.00

9.3.2. Payment of Bills

Audit of Invoices (*Attachment: 11 16 20 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	Oct 14 - Nov 16	\$ 215,536.33
Payroll	October 15	\$ 245,607.99
Payroll	October 31	\$ 245,812.06
Payroll	November 15	\$ 241,571.62
		\$ 948,528.00

Approve invoices for Expenses in the following amounts:

Maschio's	September 9, 2020	\$ 3,947.62
Maschio's	October 22, 2020	\$ 5,193.87
	Total	\$ 9,141.49

9.3.3. Financial Reports (*Attachments: 2020 10 Board Secretary and Treasurer Report*)

Report of the Board Secretary and Treasurer's Report for October 2020

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of October 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 October 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.

November 16, 2020

John Jennings
Business Administrator

9.3.4. **Motion to approve** Line Item Transfers for October 2020 (*Attachment: October Transfer Report - Signed*)

9.3.5. **Motion to authorize** maintaining the following petty cash accounts:

Custodian	Amount	Single Expenditure Limit
Business Administrator	\$150.00	\$100

9.3.6. **Motion to approve** Electronics Recycling for:

127 ChromeBooks 17 Laptops
3 Towers 3 Monitors
1 Printer 1 LaserDisc 2 Boxes Jacks/Plugs

9.3.7. **Motion to approve** the acceptance of the 2020-2021 Unified Champion Schools Grant awarded to High Bridge Middle School by Special Olympics in the amount of \$3,000. (*Attachment: High Bridge Middle School Award Letter*)

9.3.8. **Motion to authorize** the amendment of the current Long Range Facilities Plan to include the upgrade of the security system at the Elementary and Middle Schools which includes additional cameras and access control doors.

9.3.9. **Motion to approve** the submission of the Security Grant Application and the availability of local funds in case the total estimated costs of the proposed work exceed the School District's grant allowance in the amount of \$20,000.

9.3.10. **Motion to approve** the 20-21 Budget Calendar (*Attachment: 20-21 Budget Calendar*)

9.3.11. **Motion to approve** the carryover of the 2019-2020 funds for ESEA and IDEA Grants to 20-21 for the following amounts:

Title IA: \$124.00

Title IIA: \$1,283

Title III: \$1.00

Title IV Part A: \$279.00

IDEA Basic : \$34,531.00

IDEA Preschool: \$1,102.00

9.3.12. **Motion to approve** the 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.

- 9.3.13. RESOLVED**, that the Board of Education apply for Preschool Expansion Aid for the 2021-22 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.

Board President calls for a motion and a second to approve 9.1-9.3.13.:

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

Motion passes 6-0-0-1

10. 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 but Cindy Sharkey wished the Board and the Community a Happy Thanksgiving.*

11. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 7:40 pm Karyn Gove and a second **Michelle Corley, unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- 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.

12. RECONVENE PUBLIC SESSION

Board President calls for a motion at 8:04 pm Karyn Gove and a second **Rober Imhoff, unanimously approved**, to reconvene public session.

13. ACTION ITEM

13.1.1. Motion to approve October 13, 2020 Executive Minutes (*Attachments: 10 13 20 Executive Session Minutes*)

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

Motion passes 6-0-0-1

14. ADJOURNMENT

Board President calls for a motion at 8:06 pm Karyn Gove and a second **Tori Thomsen, unanimously approved**, to adjourn the meeting.

Respectfully submitted,



John Jennings
Business Administrator/Board Secretary