

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING MINUTES  
Monday, May 10, 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. 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.

**Date:** Monday May 10, 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 *Present*

Colleen Poles *Present*

James Garner *Present*

Cindy Sharkey *Present*

Karyn Gove *Present*

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

John Jennings, SBA / Board Secretary *Present*

**4. PRESENTATION ITEMS**

**4.1. Emma Alparone** and elementary school staff to present the new ELA series. *Emma Alparone, Lauren Richardson and Tricia Morris presented to the Board the process behind selecting the new ELA textbook series. James Garner asked what is the split in recommendations related to? Emma noted it was a combination of factors, not one specific reason given that different grade levels have different perspectives. Greg Hobaugh noted that the District has been working on ELA that last four years and want to make sure it works both in person and virtual instruction.*

**4.2. Superintendent's Report**

**4.2.1. 2020-2021 Enrollment**

| Grade                          | Sections | District Enrollment | Choice | Tuition | Out-of-District | Total Enrollment |
|--------------------------------|----------|---------------------|--------|---------|-----------------|------------------|
| PS                             | 3        | 32                  | -      | -       | -               | 32               |
| K                              | 2        | 37                  | -      | -       | -               | 37               |
| 1                              | 2        | 27                  |        | -       | -               | 27               |
| 2                              | 2        | 31                  | -      | -       | -               | 31               |
| 3                              | 2        | 34                  | -      | -       | -               | 34               |
| 4                              | 2        | 39                  | 1      | -       | -               | 40               |
| <b>Elementary School Total</b> |          |                     |        |         |                 | <b>201</b>       |
| 5                              | 2        | 27                  | -      | -       | -               | 27               |

|                            |           |            |          |          |   |            |
|----------------------------|-----------|------------|----------|----------|---|------------|
| 6                          | 2         | 41         | -        | -        | - | 41         |
| 7                          | 2         | 38         | -        | 1        | - | 39         |
| 8                          | 2         | 44         | 1        | -        | - | 45         |
| <b>Middle School Total</b> |           |            |          |          |   | <b>152</b> |
| <b>District Total</b>      | <b>21</b> | <b>350</b> | <b>2</b> | <b>1</b> |   | <b>353</b> |

**4.2.2. Projected 2021-2022 Enrollment**

| Grade                          | Sections  | District Enrollment | Choice   | Tuition  | Out-of-District | Total Enrollment |
|--------------------------------|-----------|---------------------|----------|----------|-----------------|------------------|
| PS                             | 4         | 48                  |          |          |                 | 48               |
| K                              | 2         | 30                  |          |          |                 | 30               |
| 1                              | 2         | 37                  |          |          |                 | 37               |
| 2                              | 2         | 27                  |          |          |                 | 27               |
| 3                              | 2         | 31                  |          |          |                 | 31               |
| 4                              | 2         | 34                  |          |          |                 | 34               |
| <b>Elementary School Total</b> |           |                     |          |          |                 | <b>207</b>       |
| 5                              | 2         | 40                  | 1        |          |                 | 41               |
| 6                              | 2         | 27                  |          |          |                 | 27               |
| 7                              | 2         | 41                  |          |          |                 | 41               |
| 8                              | 2         | 39                  |          | 1        |                 | 40               |
| <b>Middle School Total</b>     |           |                     |          |          |                 | <b>149</b>       |
| <b>District Total</b>          | <b>22</b> | <b>354</b>          | <b>1</b> | <b>1</b> |                 | <b>356</b>       |

**4.2.3. Staff Attendance for April 2021 (Attachment: April 2021 Staff Attendance)**

**4.2.4. Monthly Report on Harassment, Intimidation, and Bullying Incidents/Suspensions and Security Drills**

|       | Drills            |                    |                   |                    | Suspensions |     |      |     | HIB          |          |              |          |
|-------|-------------------|--------------------|-------------------|--------------------|-------------|-----|------|-----|--------------|----------|--------------|----------|
|       | HBES              |                    | HBMS              |                    | HBES        |     | HBMS |     | HBES         |          | HBMS         |          |
| Month | 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<br>B-9/17  | A-9/22<br>B-9/24   | A-9/14<br>B-9/17  | A-9/21<br>B-9/24   |             |     |      |     |              |          |              |          |
| Oct   | A-10/5<br>B-10/9  | A-10/20<br>B-10/30 | A-10/5<br>B-10/8  | A-10/13<br>B-10/15 |             |     |      |     |              |          |              |          |
| Nov   | A-11/16<br>B- **  | A-11/9<br>B- **    | A-11/9<br>B-11/12 | A-11/17<br>B-11/19 |             |     |      |     |              |          |              |          |
| Dec   | A-12/1<br>B-12/03 | A-12/15<br>B-12/04 | A-12/1<br>B-12/3  | A-12/8<br>B-12/3   |             |     |      |     |              |          |              | 1        |

|       |                            |                            |                            |                            |  |  |  |   |  |  |   |
|-------|----------------------------|----------------------------|----------------------------|----------------------------|--|--|--|---|--|--|---|
| Jan   | A-1/04<br>B-1/07           | A-1/25<br>B-1-22           | A-1/05<br>B-1/07           | A-1/11<br>B-1/14           |  |  |  |   |  |  |   |
| Feb   | A-2/16<br>B-2/25           | A-2/23<br>B-2/26           | A-2/16<br>B-2/12           | A-2/23<br>B-2/25           |  |  |  |   |  |  |   |
| March | A-3/9<br>B-3/11            | A-3/8<br>B-3/12            | A-3/2<br>B-3/3             | A-3/16<br>B-3/18           |  |  |  |   |  |  |   |
| April | 1-4/12<br>2-4/12<br>3-4/20 | 1-4/14<br>2-4/19<br>3-4/19 | 1-4/13<br>2-4/13<br>3-4/19 | 1-4/15<br>2-4/15<br>3-4/21 |  |  |  |   |  |  | 1 |
| May   | 5/18                       |                            | 5/3                        | 5/6                        |  |  |  | 1 |  |  |   |
| June  |                            |                            |                            |                            |  |  |  |   |  |  |   |

\* Investigation is in progress

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

**4.2.5. Superintendent Update**

*Greg Hobaugh reviewed the following with the Board:*

- *Discussed the golden sneaker award*
- *Friday Treps outside, hoping to keep numbers high*
- *4th Grade virtual trip to the State House, Mrs Hughes Class*
- *County in second week of Yellow, all students who choose to be are back in school*
- *Plan subject to State and County guidelines is to have all students back in-person instruction in the Fall*
- *Preschool Playground Installation*
- *Nurse Appreciation Day*
- *Work/Family Connection*
- *The July Board meeting is Tuesday July 6th given Independence Day celebrated on Monday July 5th.*
- *Smart Board Projector Installation*
- *Middle School Boiler Project*

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

*John Jennings reviewed the following with the Board:*

- *Internet Access Points-Erate*
- *Preschool Playground*
- *Lunch Program*
- *Smart Board Projector Installation timeframe*
- *Boiler replacement timeframe*

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

|             |             |                |
|-------------|-------------|----------------|
| <u>Name</u> | <u>Date</u> | <u>Subject</u> |
| <i>none</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. *Mayor Lee asked when the previous meeting minutes would be posted on the website? Cindy Sharkey noted the minutes first need to be approved by the Board before they can be posted. Mayor Lee noted she is willing to work with the Board regarding the LEAP Grant. John Jennings noted that this period of public comments is for agenda items only, not general comments. Cindy Sharkey noted this was not the forum to have a back and forth conversation and moved the meeting forward.*

**7. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

**7.1.** April 26, 2021 Regular Meeting Minutes (*Attachment: 4 26 21 Regular Session Minutes*)

**7.2.** May 3, 2021 Work Session Minutes (*Attachment: 5 3 21 Work Session 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   |                           |         |        |
| Colleen Poles               | X   |                           |         |        |
| Tori Thomsen                | X   |                           |         |        |
| Cindy Sharkey               | X   |                           |         |        |

*Motion passes 7-0-0-0*

**8. REPORTS TO THE BOARD**

**8.1.** Board President’s Report

**8.1.1.** COVID -19 Case Count (*Attachment: case count by municipality 5 7 21*)

*Cindy Sharkey discussed the following with the Board:*

- *3 Board positions are open, anyone interested needs to file petition by the end of June*
- *As of May 6, 2021 the High Bridge Covid Case Count was 269*
- *Superintendent evaluation*
- *Board Self Evaluation*
- *Received plaque honoring High Bridge BOE Excellence*

*The Board also discussed the LEAP Grant as mentioned by Mayor Lee which involves grants to fund feasibility study for school consolidation/regionalization. Several Board members commented it was their understanding that acceptance of the award risked lower State Aid in the future if regionalization was not enacted. Robert Imhoff commented on the middle school boiler replacement project noting this has been discussed for approximately 10 years.*

**9. HIB REPORTS**

**9.1. 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.).

**Board President** calls for a motion *at 7:30 PM Karyn Gove* and a second *James Garner, unanimously approved, to affirm*, reject, or modify, by voice vote, the superintendent’s decision in HIB Investigation Report 2020-21 MS02 (*Attachment: 2020-21 MS02 Redacted*).

- 9.2. **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.).

**Board President** calls for a motion *at 7:31 PM Robert Imhoff* and a second *Erin Delgado, unanimously approved to affirm*, reject, or modify, by voice vote, the superintendent’s decision in HIB Investigation Report 2020-21 ES01 (*Attachment: 2020-21 ES01 Redacted*).

**10. ACTION ITEMS**

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

- 10.1.1. **Motion to approve** the following class trips and transportation:

| Grade | Location         | Cost    | Cost incurred by |
|-------|------------------|---------|------------------|
| 8th   | YMCA Camp Bernie | \$70.00 | Parent/Guardian  |

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

- 10.2.1. **Motion to reappoint** tenured certificated staff members for the 2021-2022 school year. (*Attachment: 2021-2022 All Staff Reappointments*)
- 10.2.2. **Motion to reappoint** the certificated staff members earning tenure during the 2021-2022 school year. (*Attachment: 2021-2022 All Staff Reappointments*)
- 10.2.3. **Motion to reappoint** non-tenured certificated staff members for the 2021-2022 school year. (*Attachment: 2021-2022 All Staff Reappointments*)
- 10.2.4. **Motion to appoint** custodial staff, for the 2021-2022 school year. (*Attachment: 2021-2022 All Staff Reappointments*)
- 10.2.5. **Motion to appoint** cafeteria aides for the 2021-2022 school year. (*Attachment: 2021-2022 All Staff Reappointments*)

- 10.2.6. **Motion to reappoint** support staff non-association members for the 2021-2022 school Year. *(Attachment: 2021-2022 All Staff Reappointments)*
- 10.2.7. **Motion to reappoint** support staff association members for the 2021-2022 school year. *(Attachment: 2021-2022 All Staff Reappointments)*
- 10.2.8. **Motion to reappoint** administrative staff members for the 2021-2022 school year. *(Attachment: 2021-2022 All Staff Reappointments)*
- 10.2.9. **Motion to appoint** Treasurer of School Monies for the 2021-2022 school year. *(Attachment: 2021-2022 All Staff Reappointments)*
- 10.2.10. **Motion to approve** the shared services contract between High Bridge School District and Bethlehem School District for the purpose of sharing the professional services of a speech therapist. *(Attachment: HB BT Shared Services Agreement - Speech)*
- 10.2.11. **Motion to approve** Staffing for 2021 Extended School Year. *(Attachment: ESY 2021 Staffing)*
- 10.2.12. **Motion to approve** Coleen Conroy as a chaperone for the May 25, 2021 8th grade class trip to YMCA Camp Bernie at a rate of \$21.48 per hour for one (1) hour for compensation of time worked past contractual hours.
- 10.2.13. **Motion to approve** the following chaperones for the May 25, 2021 8th grade class trip to YMCA Camp Bernie at a rate of \$29.11 per hour for one (1) hour for compensation of time worked past contractual hours.
  - Heidi Miller (if needed)
  - Kayla Oakes
  - Katie Franks
  - Carl Katzenberger
  - Lynn Gresko
  - Rich Kolton (no additional pay)
- 10.2.14. **Motion to approve** the Summer Instrumental Music Program offered to students entering grades 4-9 beginning Monday, June 28, 2021 and running through to Thursday, July 29, 2021. Lessons will be held in person at the middle school. Fee for this program will be \$80.00 for five (5) 30 minute lessons, or \$16.00 per single 30 minute lesson. Jeff Thompson will be the coordinator/instructor for this activity and will be compensated at the co-curricular rate of \$29.11 per hour. *(Attachment: Summer Instrumental Music Lesson Proposal)*
- 10.2.15. **Motion to approve** Eagle Scout project at the middle school submitted by Cameron Croghan. *(Attachment: Croghan Eagle Scout Project Proposal)*
- 10.2.16. **Motion to approve** educationjobsnj.com as an official newspaper/advertisement.
- 10.2.17. **Motion to approve** Tuition reimbursement for the following:

| Staff             | Course   | College/University   | Semester   | Tuition    |
|-------------------|--|----------------------|------------|------------|
| Danielle Weber    | Field Supervision Internship                   | Centenary University | Fall, 2021 | \$1,913.85 |
| Christina Harding | Sociolinguistics for English Language Teaching | Centenary University | Fall, 2021 | \$1,913.85 |

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

**10.3.1. Payment of Bills**

**Audit of Invoices** *(Attachment: 5 10 21 bill list)*

**Approve** invoices for Current Expenses in the following amounts:

|                |                   |                      |
|----------------|-------------------|----------------------|
| Check Register | April 26 - May 10 | \$ 104,575.20        |
| Payroll        | April 30          | \$ <u>243,521.77</u> |
|                | Total             | \$ 348,096.97        |

- 10.3.2. **Line Item Transfers** for April 2021 (*Attachment: April Transfer Report - Signed*) **Resolved**, that the Board of Education approve the budget transfers as listed in the attachment.
- 10.3.3. **Motion to authorize** the Business Administrator/Board Secretary to issue “Not to exceed” purchases orders up to \$10,000.
- 10.3.4. **Motion to authorize** the Business Administrator, on behalf of the High Bridge Board of Education, to advertise and solicit proposals for Occupational Therapy Services.
- 10.3.5. **Motion to approve** the submission of the ESSER II Grant for the following: CRRSA-ESSER II \$111,976; Learning Acceleration \$25,000; Mental Health \$45,000
- 10.3.6. **Motion to approve** the continued participation in the NJSBA ACES Cooperative Pricing System #E8801 which runs through May 2023. (*Attachment: ACES Agreement 21*)
- 10.3.7. **Motion to approve** Daily Substitute Rates for 2021-2022 School Year

|                             |         |
|-----------------------------|---------|
| Substitute Paraprofessional | \$94.25 |
| Substitute Teacher          | \$95    |
| Substitute Nurse            | \$115   |
| Teacher in Charge           | \$115   |

- 10.3.8. **Food Service Renewal** (*Attachment: Maschio’s Contract 21-22*)  
**BE IT RESOLVED THAT** the High Bridge Board of Education, upon the recommendation of the Superintendent, hereby award and approve the renewal contract with Maschio’s Food Services, Inc. for the 2021-22 school year as well as the District to apply for reimbursement for meals for the the summer of 2021 and the 2021-2022 school year under the Seamless Summer Option under the NJDA DFN guidelines:  
 2021-2022 Yearly Management Fee: \$7,417.20  
 Guarantees a “No-Cost Operation”

ESTABLISH SCHOOL LUNCH AND MILK PRICES FOR THE 2021-22 SCHOOL YEAR:  
 Student Lunch \$3.05  
 Reduced Student Lunch \$.40  
 Adult Lunch \$3.95  
 Student Breakfast \$1.50  
 Reduced Student Breakfast \$.30  
 Adult Breakfast \$1.90  
 Milk \$.60

**Board President** calls for a motion and a second to approve 10.1-10.3.8.:

| 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   |                           |         |        |
| Colleen Poles               | X   |                           |         |        |
| Tori Thomsen                | X   |                           |         |        |
| Cindy Sharkey               | X   |                           |         |        |

*Motion passes 7-0-0-0*

**11. NEW BUSINESS** *No new business*

**12. 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. *Lauren Richardson thanked the Board and the PTO for Teacher Appreciation Week. Sarah Bizzer commented on the High Bridge School District and it was the best place for her son.*

**13. EXECUTIVE/CLOSED SESSION**

**Board President** calls for a motion *at 7:45 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
- BA Contract
- Negotiations
- Superintendent Evaluation

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.

**14. RECONVENE PUBLIC SESSION**

**Board President** calls for a motion *at 8:05PM Robert Imhoff* and a second *Tori Thomsen, unanimously approved*, to reconvene public session.

*Cindy Sharkey commented that she wishes for Board Meetings to resume at the Elementary School starting with the July Board Meeting.*

**15. ADOPTION OF MINUTES FROM PREVIOUS EXECUTIVE SESSION**

- 15.1.1.** April 26, 2021 Executive Session Minutes (*Attachments: 4 26 21 Executive Session Minutes*)
- 15.1.2.** May 3, 2021 Executive Session Minutes (*Attachments: 5 3 21 Executive Session Minutes*)



**Board President** calls for a motion and a second to approve 15.1.1.-15.1.2:

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

*Motion passes 7-0-0-0*

**16. ADJOURNMENT**

**Board President** calls for a motion *at 8:10 PM Erin Delgado* and a second *James Garner*, *unanimously approved*, to adjourn the meeting.

Respectfully submitted,



John Jennings  
Business Administrator/Board Secretary