

**HIGH BRIDGE BOARD OF EDUCATION
WORK SESSION MINUTES
Monday, September 14, 2020**

1. OPENING OF MEETING - 7:00 PM - Meeting began at 7:01 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. Please mute your microphone to reduce feedback. Please notify the board if you intend to record this meeting.

Date: Monday September 14, 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 *Absent*

Cindy Sharkey, President *Present*

Karyn Gove, Vice. Pres. *Present*

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

John Jennings, SBA / Board Secretary *Present*

4. PRESENTATION & RECOGNITION ITEMS

4.1. Melissa Patane-Schulter & Courtney Shiffman to present Google Classroom. Ms. Patane will also discuss some of the ways the students at the elementary school will be supported this year from an SEL and attendance perspective. (*Attachments: Mrs. Patane's Virtual Office & I&RS Procedures*)
Melissa Pantane- Shulter & Courtney Shiffman presented to the Board presentations on Google Classroom, Virtual Office & I&RS Procedures.

4.2. Lisa Fallon to present on Wilson Training.

Lisa Fallon presented the Wilson Training method to the Board as well as discussed the reason for the increase in funding for Action Item 7.2.3

4.3. Superintendent's Report

4.3.1. Superintendent Update

4.4. School Business Administrator's Report

Greg Hobaugh Discussed the following topics to the Board

- *Thanked Carly Marookian and Barbara Mann for their parent videos for preschool*
- *Kindergarten screening*

- *Work Family Connection - Currently not offering due to Work Family Connection's decision but will continue to monitor and re-evaluate as school in-person instruction increases.*
- *Middle School Science Club*
- *Back to school night being virtual*
- *Security and Safety - Fire/Security Drills*
- *Professional Development - Virtual Learning*
- *Thanked all staff for their efforts in getting the school ready for opening*

4.4.1. Food Service Update

John Jennings reviewed current lunch program and item 7.3.5 on the Agenda

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Monique Patti	09/02/2020	Plan Reassessment (<i>Attachment: Patti Letter 9/2/20</i>)
Peter Schutz	07/31/2020	UVC Lights (<i>Attachment: Schutz Letter 7/31/20</i>)
Peter Schutz	09/02/2020	UVC Lights (<i>Attachment: Schutz Letter 09/02/20</i>)
Heather Valenta	09/11/2020	Enrollment (<i>Attachment: Valenta Letter 09/11/20</i>)

6. REPORTS TO THE BOARD

6.1. Board President's Report

6.1.1. Board of Education Goals (*See attached: 2020-2021 HBBOE Goals*)

Cindy Sharkey noted her back to school night virtual message. She also discussed a review of the district policy regarding live video streaming of Board Meetings post Covid. Cindy also reviewed/read the 3 Board Goals. Robert Imhoff noted there was a School Boards Association call with the Governor.

7. ACTION ITEMS

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

- 7.1.1. Board of Education goals for 2020-2021.
- 7.1.2. 2020-2021 Student Handbooks. (*Attachments: Elementary School Handbook 2020-21, Middle School Handbook 2020-21*)
- 7.1.3. High Bridge School District Chromebook Handbook for Remote Learning. (*Attachment: HBSD Chromebook Handbook*)
- 7.1.4. The acceptance of Student #5975705987 as per High Bridge School District Policy #5111.

7.2. Human Resources - Personnel, Management & Community Relations

- 7.2.1. Melissa Patane-Schulter, Katie Franks, Melissa Betz, Danielle Weber as Teacher(s) in Charge at a rate of \$115 per day, \$57.50 per half day.
- 7.2.2. Resignation of World Language Teacher Carla LaTorre effective October 21, 2020. (*Attachment: LaTorre Resignation*)
- 7.2.3. Brenda Krushinski to move from part time .50 to part time .62 at an annual salary of \$50,471.10, effective September 22, 2020.

- 7.2.4. Barbara Mann as Mentor for Melissa Valente. Mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.
- 7.2.5. Compensation to Melissa Ozoria for an additional 6.5 hours to complete the backlog of assessments due to COVID at a rate of \$43.72 per hour, for a total \$284.18.
- 7.2.6. Movement on the salary guide as of September 1, 2020 for Melissa Ozoria from MA Step 1 to MA+30 Step 1, pending receipt of required documentation, at an annual salary of \$65,555.00 based on the 2020-2021 Guide in accordance with the 2018-2021 Agreement between the HBBOE and HBEA.
- 7.2.7. Master Teacher Dr. Pamela Brillante for the Preschool Program, 12 hours per month at the rate of \$125.00/hour funded under PEA.
- 7.2.8. Christi Roling for an additional 10 days of summer pay at the rate of \$211.19/day.
- 7.2.9. Carley Marookian and Barbara Mann to conduct Preschool Meet & Greet at a rate of \$29.11/hr not to exceed 6 hours total.
- 7.2.10. Lisa Kerr and Sherry Kerr to conduct Kindergarten Assessments at a rate of \$29.11/hr not to exceed 17 hours each for a total of \$494.87 each.
- 7.2.11. Centenary University students to observe special education teachers during virtual and in person instruction for a total of 4 hours each as a required for Special Education Methods and Materials course.
- 7.2.12. Emma Alparone as BSI Mathematics Instructor not to exceed 140 hours at a rate of \$29.11 per hour for a total of \$4,075.40.
- 7.2.13. Emma Alparone as BSI Writing Instructor not to exceed 140 hours at a rate of \$29.11 per hour for a total of \$4,075.40.
- 7.2.14. Creation of a Middle School Environmental Club as proposed by Kayla Oakes, Science Teacher. The club would run a fall and spring session with staff compensation at a rate of \$29.11/hr for an annual total of 44 hours, \$1,280.84 total. (*Attachment: Environmental Club Proposal*)
- 7.2.15. Acceptance of a \$1,000.00 donation from High Bridge residents, Mr. & Mrs. James Conroy, to be used towards the purchase of technology.
- 7.2.16. Compensation for the preparation and presentation of professional development technology training to district staff on various tools for teaching in a virtual environment.

<u>Staff Name</u>	<u>Presentation</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Melissa Betz	Google Classroom, Google Meet, Live Streaming Setup	15	\$29.11	\$436.65
Christina Harding	Nearpod, Hyperdocs	6	\$29.11	\$174.66
Melissa Patane-Schulter	Google Slides	3	\$29.11	\$87.33
Lauren Richardson	Google Classroom, Google Meet, Live Streaming Setup	15	\$29.11	\$436.65
Courtney Shiffman	Google Classroom, Google Meet,	21	\$29.11	\$611.31

	Live Streaming Setup, Google Slides, Flipgrid			
Danielle Weber	Google Classroom, Google Meet, Live Streaming Setup, Screencastify	18	\$29.11	\$523.98
Karin Weikert	Google Classroom, Google Meet, Live Streaming Setup	15	\$29.11	\$436.65

Greg Hobaug reviewed the items 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 for August 2020

7.3.4. Travel Expenditure for Workshops

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Total
Regina Perron	Online Wilson Foundations Training Level 2	08/26/20	\$350.00	NA	\$350.00
Emma Alparone	Autism NJ Annual Conference	10/14/20	\$148	NA	\$148

7.3.5. Food Service

Business Administrator to transfer from the general account to the food service account up to \$10,000 to cover operating expenses as a result of the COVID-19 Pandemic.

7.3.6. Cumberland Therapy Services, LLC from August 24 - December 22, 2020 to provide Speech Therapy at \$82.00 per hour, 21 hours per week.

7.3.7. Transportation

Choice Students attending Lebanon Township will have busing, route details to follow.

John Jennings reviewed the Finance and Facilities 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. *No emails or comments from virtual.*

Peter Shutz (in audience) discussed the potential for the High Bridge School district to use UV Technology for cleaning/sanitizing the schools and offered to volunteer his services.

9. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 8:28 pm, Robert Imhoff and a second Karyn Gove, unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes

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 8:42 pm, Robert Imhoff and a second Erin Delgado, unanimously approved, to reconvene public session.

11. ADJOURNMENT

Board President calls for a motion at 8:55 PM Karyn Gove and a second Erin Delgado, unanimously approved, to adjourn the meeting.new

Respectfully submitted,

A handwritten signature in cursive script that reads "John J. Jennings".

John Jennings

Business Administrator/Board Secretary