

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR SESSION MEETING MINUTES  
Monday, September 20, 2021**

**1. OPENING OF MEETING - 6:30 PM** *Meeting began at 6:35 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 September 20, 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 <i>Present</i> | Robert Imhoff <i>Present</i> |
| Tori Thomsen <i>Present</i> | Colleen Poles <i>Present</i> |
| James Garner <i>Present</i> | Cindy Sharkey <i>Present</i> |
| Karyn Gove <i>Present</i>   |                              |

Additional Members Present: Dr. Gregory Hobaugh, Superintendent *Present*  
John Jennings, SBA / Board Secretary *Present*

**4. PRESENTATION & RECOGNITION ITEMS**

**4.1. Motion to recognize** Judy Rogers for her years of dedication to the district and to wish her well in retirement. (*Attachment: Rogers Retirement Resolution*)

**Board President** calls for a motion and a second to approve 4:1:

Motion: <i>Karyn Gove</i>	Second: <i>Erin Delgado</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*

Greg Hobaugh read the motion. Judy Rogers said it was a privilege to work with the children of High Bridge and be a part of their lives. Cindy Sharkey congratulated Judy Rogers on her retirement and stated she will be missed by the District.

**4.2. Superintendent’s Report**

**4.2.1.** Introduction of new staff members. *Greg Hobaugh introduced Heather Piell, new staff member*

**4.2.2.** 2021-2022 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	4	49	-	-	-	49
K	2	32	-	-	-	32
1	2	34	-	-	-	34
2	2	26	-	-	-	26
3	2	33	-	-	-	33
4	2	33	-	-	-	33
<b>Elementary School Total</b>						<b>207</b>
5	2	37	1	-	-	38
6	2	29	-	-	-	29
7	2	40	-	-	-	40
8	2	35	-	1	-	36
<b>Middle School Total</b>						<b>143</b>
<b>District Total</b>	<b>22</b>	<b>348</b>	<b>1</b>	<b>1</b>		<b>350</b>

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

**4.2.4.** Monthly Report on Harassment, Intimidation, & Bullying Incidents/Suspensions & 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	07/07	07/28	N/A	N/A								
August	08/02	08/03	N/A	N/A								
Sept	09/13	09/17	09/09	09/15								
Oct												
Nov												
Dec												
Jan												
Feb												

March												
April												
May												
June												
* Investigation is in progress												

4.2.5. Superintendent Update -*Greg Hobaugh noted Security/Fire Drills completed for the month of September. He noted it has been a great start to the school year.*

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

Name                      Date                      Subject

**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. *No Public Comments*

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

- 7.1. July 6, 2021 Regular Meeting Minutes (*Attachment: 7 6 21 Regular Session Minutes*)
- 7.2. August 23, 2021 Regular Session Meeting Minutes (*Attachment: 8 23 21 Regular Session Minutes*)
- 7.3. September 13, 2021 Work Session Meeting Minutes (*Attachment 9 13 21 Work Session Minutes*)

**Board President** calls for a motion and a second to approve 7:1-7.3:

Motion: <i>Robert Imhoff</i>		Second: <i>Erin Delgado</i>		
Name:	Yes	No	Abstain	Absent
Erin Delgado	7.1 7.3		7.2	
James Garner	7.2		7.1 7.3	
Karyn Gove	7.1 7.3		7.2	
Robert Imhoff	X			
Colleen Poles	X			
Tori Thomsen	7.2 7.3		7.1	
Cindy Sharkey	X			

*Motion 7.1 passes 5-0-2-0*  
*Motion 7.2 passes 5-0-2-0*  
*Motion 7.3 passes 6-0-1-0*

**8. REPORTS TO THE BOARD**

**8.1. Board President’s Report**

*Cindy Sharkey noted the NJSBA workshop is available for Board members to sign up for. She noted the September 30 (Hunterdon County) and November 30 (Warren County) County meetings with the Nov 30*

meeting focused on Social Emotional Learning. Karry Gove reviewed the recent NJSBA meeting which focused on SEL for Staff/Students. Cindy also noted the Ballot for the November School Board Elections is available. She commented that there are two people on the ballot for 3 spots.

#### 8.1.1. Board of Education Goals

Cindy Sharkey noted that notes from the last meeting were shared with the Board. The Board discussed the merits of the goals and summarized them into 3 Board Goals;

- Acknowledging that the previous school year was challenging for the entire school community, and to promote the well-being of our schools, the Board will ensure that the superintendent has the resources necessary to enhance and/or put into place at least two practices and/or programs that promote the social, mental and emotional health of all stakeholders
- Improve public relations/communications with all stakeholders including community members without students in the district as well as Borough Council. This includes exploring and reporting on shared services and the budget process.
- Maintain our status as a Certified Board through continued training with the NJSBA and continue to enhance boardsmanship through professional development in areas such as finance and negotiations, along with a commitment to attendance at county, regional and state meetings and trainings.

## 9. ACTION ITEMS

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

9.1.1. **Motion to approve** Board of Education goals for 2021-22.

9.1.2. **Motion to approve** 2021-2022 Student Handbooks. (*Attachments: ES Handbook 2021-22, MS Handbook 2021-22*)

9.1.3. **Motion to approve** the participation in Roxey Ballet's Dance and Communications: Connecting to Social-Emotional Learning 2 year residency program, which allows students to discover alternate forms of communication for SEL within dance activities. This is funded by a grant received by Roxey Ballet from the New Jersey State Council for the Arts and is at no cost to the district. (*Attachment: Roxey Ballet Residency Program*)

9.1.4. **Motion to approve** Dylan's Wings of Change to provide Wingman Leadership training to elementary school students on September 27-28, 2021 at a cost of \$3,000.00 to be funded through Title IV funds.

9.1.5. **THE BOROUGH OF HIGH BRIDGE SAFE ROUTES TO SCHOOL PROJECT AND THE APPLICATION FOR SAFE ROUTES TO SCHOOL FUNDING**

**WHEREAS**, it is our understanding that the Borough of High Bridge proposes to construct pedestrian safety improvements along the school route for High Bridge Elementary School and High Bridge Middle School within the Borough of High Bridge; and

**WHEREAS**, this project serves school walkers and bicyclists on the route to the schools; and

**WHEREAS**, the Borough of High Bridge proposes to install sidewalk and other necessary pedestrian safety improvements along West Main Street, Bridge Avenue and Central Avenue; and

**WHEREAS**, said funding will facilitate implementation of the project improvements by the Borough of High Bridge at no cost to the High Bridge School District;

**WHEREAS**, the grant application is identified as SRS-2022-SRTS Downtown Connection Phase II-00040; and

**WHEREAS**, this Safe Routes to School Project will provide a much needed safety improvement in the area and will clearly provide a much safer transportation experience for student walkers and bike riders, as well as students with disabilities and the general population of pedestrians and bicyclists in the Borough of High Bridge; and

**WHEREAS**, the project will make the route to High Bridge Elementary School and High Bridge Middle School, much safer; and

**WHEREAS**, it is our belief that the proposed activities are consistent with the goals of the Safe Routes to Schools program and the policies of the High Bridge School District, and that funding this project would provide a significant opportunity for the Borough of High Bridge to improve student safety in the Borough.

**NOW, THEREFORE, BE IT RESOLVED** BY THE BOARD OF EDUCATION OF HIGH BRIDGE SCHOOL DISTRICT AS FOLLOWS:

The High Bridge School District fully supports the Borough of High Bridge's efforts in seeking New Jersey Department of Transportation Safe Routes to Schools funds and will collaborate to support the goals of the project, namely, to improve safety, encourage walking and biking to school, and to improve the walking and biking environment for students of the district and other users of the routes.

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

**9.2.1. Motion to approve** the updated LEA Plan for Safe Return to In-Person Instruction and Continuity of Services Plan. *(Attachment: HB Safe Return Plan - Revised Aug, 2021)*

**9.2.2. Motion to approve** High Bridge School District COVID-19 Protocols for 2021-2022. *(Attachment: HBSD COVID-19 Protocols 21-22)*

**9.2.3. Motion to approve** the contract with Work Family Connection. *(Attachment: Work Family Connection Contract)*

**9.2.4. Motion to approve** the updated compensation for 2021-22 co-curricular activities/Title based on the 2021-24 negotiated contracted rate. *(Attachment: 2021-2022 Co-Curricular Positions)*

- 9.2.5. Motion to approve** Judy LaGreca, Kayla Oakes and Christina Harding to share the Middle School Central Detention stipend position for 2 hours per week at \$32.00 per hour for 38 weeks, not to exceed \$2,432.00 total.
- 9.2.6. Motion to approve** substitute nurse rate to \$150.00 per day.
- 9.2.7. Motion to approve** Kerry Kennedy as a substitute custodian pending receipt of employment paperwork and background check.
- 9.2.8. Motion to approve** Melissa Betz as mentor to Madison Conroy. Mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.
- 9.2.9. Motion to approve** Sharon Wilson as cafeteria aide for the 2021-22 school year at \$5907.50 per year for two and a half (2.5) hours per day for 170 days at an hourly rate of \$13.90.
- 9.2.10. Motion to approve** Margaret Davidson as cafeteria aide for the 2021-22 school year at \$4,725.41 per year for two (2) hours per day for 170 days at an hourly rate of \$13.90.
- 9.2.11. Motion to approve** Heather Piell as a part time (.62 FTE) Special Education Teacher for the High Bridge School District starting on October 1, 2021 at a level of BA Step 1 at an annual salary of \$37,048.10, based on the 2021-24 negotiated agreement for the 2021-2022 school year.
- 9.2.12. Motion to approve** compensation to Heather Piell for four (4) days of transition at the contracted rate of \$32 per hour for 4.5 hours per day for a total of 18 hours not to exceed \$576.00.
- 9.2.13. Motion to approve** NJCU student Deana Aponte for clinical experience two (2) days a week for no less than fifteen (15) weeks with preschool teacher Carley Marookian.
- 9.2.14. Motion to approve** Christina Harding to take over 57 hours originally approved for Danielle Weber at the August meeting at the contracted hourly rate of \$32, not to exceed \$1824, for ELA curriculum review and updating to strengthen student resources, to be partially paid from Title IIA funds.
- 9.2.15. Motion to approve** compensation to Madison Conroy for six (6) hours outside her contracted time at the contracted rate of \$32 per hour to attend Lifelines Suicide Prevention Training on September 22, 2021.
- 9.2.16. Motion to approve** Nicole Locorotondo as a homebound instructor at \$35.42 per hour.
- 9.2.17. Motion to approve** course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Danielle Weber	Field Supervision Internship II	Centenary University	Jan-May 2022	\$1,913.85
Christina Harding	Linguistics & Second Language Acquisition for Language Teachers	Centenary University	Jan-May, 2022	\$1,913.85
Kayla Oakes	Inclusive Practices	Centenary University	Aug-Dec, 2021	\$1,877.85

- 9.2.18. Motion to approve** the following employees for the hours above their contracted time necessary to attend scheduled inservice days on 8/30/21, 08/31/21, 09/01/21, 09/02/21, 9/3/21, 10/11/21, 11/17/21, 12/15/21, 01/24/22 and 02/23/22.

Name	Total Hours	Hourly Rate	Total

Lauren DiLanno	27.5	\$32	\$880
Thea Anaston	28.5	\$32	\$912
Jacklyn Carruthers	29	\$32	\$928
Kim Ziegler	27.5	\$32	\$880
Alison Manley	27.5	\$32	\$880
Amy Miller	27.5	\$32	\$880
Stacy Hubbard	11	\$32	\$352
Heather Goldschmidt	27.5	\$32	\$880
Kathryn Miller	27.5	\$32	\$880
Madison Conroy	14	\$32	\$448
Heather Piell	2.75	\$32	\$88

### 9.3. Educational Resources - Finance and Facilities

#### 9.3.1. Motion to approve the disposal of the following obsolete science textbooks

<u>Title</u>	<u>Publish Date</u>	<u>Quantity</u>
Glencoe Physical Science	1999	41
Glencoe iLife Science	2012	60

#### 9.3.2. Payment of Bills

##### **Audit of Invoices** (*Attachment: 9 21 20 bill list*)

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

Check Register	Aug 18 - Sept 20	\$ 172,712.40
Payroll	August 31	\$ 77,760.91
Payroll	September 15	\$ 263,503.46
	Total	\$ 513,976.77

#### 9.3.3. Financial Reports (*Attachment: August Board Secretary and Treasurer's Report - Signed*)

##### **Report of the Board Secretary and Treasurer's Report for August 2021**

**Resolved**, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of August 2021 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 August 2021, 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.

September 20, 2021

John Jennings  
Business Administrator

**9.3.4.** Line Item Transfers for August 2021 (*Attachment: August Transfer Report-Signed*) **Resolved**, that the Board of Education approve the budget transfers as listed in the attachment.

**9.3.5. Motion to approve** Travel Expenditure for Workshops:

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Total
Kristina Kroll	ASHA Online Conference: Reading, Writing, & the SLP	Oct. 13-25	\$249.00	N/A	\$249.00
Heidi Miller	Autism NJ Virtual Conference	Oct. 10 - Nov. 10	\$149.00	N/A	\$149.00
Marisa Monaco	Autism NJ Virtual Conference	Oct. 10 - Nov. 10	\$149.00	N/A	\$149.00
Emma Alparone	Autism NJ Virtual Conference	Oct. 10 - Nov. 10	\$149.00	N/A	\$149.00
Joan Murray	Strengthen your SLP Teletherapy Program - Virtual Digital	Oct, 2021	\$279.00	N/A	\$279.00
Alison Manley	Wilson Foundations Virtual Level K Workshop	Sept. 29	\$290.00	N/A	\$290.00
Joan Murray	Language Acquisition through Motor Planning Virtual Workshop	Oct. 5	\$79.00	N/A	\$109.00
Amy Miller	Wilson Reading - Just Words Virtual Workshop	Oct 8	\$289.00	NA	\$289.00

**9.3.6. Motion to approve** the purchase of Wilson Reading - Just Words training materials for October 8, 2021 virtual workshop for Amy Miller using Title/ESSR Funds totaling \$491.00.

**9.3.7. USE OF FACILITIES**

**Motion to approve the following use of facilities request:**

Organization	Dates	Day / Times	Location
Hope for All Learners - Skateboarding Lessons	10/2/21 - 10/23/21	Sat 1 - 4pm	ES Blacktop

**Board President** calls for a motion and a second to approve 9.1-9.3.7.:

Motion: <i>Robert Imhoff</i>		Second: <i>James Garner</i>		
Name:	Yes	No	Abstain	Absent
Erin Delgado	<b>X</b>			
James Garner	<b>X</b>			



Karyn Gove	X			
Robert Imhoff	X			
Colleen Poles	X			
Tori Thomsen	X			
Cindy Sharkey	X			

*Motion passes 7-0-0-0*

#### 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*

*John Jennings BA, noted the District received good news regarding the Middle School Boiler replacement project. Testing revealed no contamination with the existing boilers, meaning no special remediation costs. John also noted, the inspected noted the age of the Boilers and that it was time to replace them given their short remaining life.*

#### 11. EXECUTIVE/CLOSED SESSION

**Board President calls for a motion at 7:33 pm Karyn Gove and a second Erin Delgado, unanimously approved,** in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Contract Language Clarification

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 8:15 pm Karyn Gove and a second Erin Delgado, unanimously approved,** to reconvene public session.

#### 13. ACTION ITEM

**Motion to approve the Executive Minutes**

- 13.1.1.** July 6, 2021 Executive Session Minutes (*Attachment: 7 6 21 Executive Session Minutes*)
- 13.1.2.** August 23, 2021 Executive Session Minutes (*Attachment: 8 23 21 Executive Session Minutes*)
- 13.1.3.** September 13, 2021 Executive Session Minutes (*Attachment 9 13 21 Executive Session Minutes*)

Motion: <b>Robert Imhoff</b>		Second: <b>Colleen Poles</b>		
Name:	Yes	No	Abstain	Absent
Erin Delgado	<b>13.1.1 13.1.3</b>		<b>13.1.2</b>	
James Garner	<b>13.1.2</b>		<b>13.1.1 13.1.3</b>	

Karyn Gove	<i>13.1.1 13.1.3</i>		<i>13.1.2</i>	
Robert Imhoff	<i>X</i>			
Colleen Poles	<i>X</i>			
Tori Thomsen	<i>13.1.2 13.1.3</i>		<i>13.1.1</i>	
Cindy Sharkey	<i>X</i>			

*Motion 13.1.1 passes 5-0-0-2*

*Motion 13.1.2 passes 5-0-0-2*

*Motion 13.1.3 passes 6-0-1-0*

#### **14. ADJOURNMENT**

**Board President calls for a motion at 8:21 pm Erin Delgado and a second James Garner, unanimously approved,** to adjourn the meeting.

Respectfully submitted,



John Jennings

Business Administrator/Board Secretary