

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR SESSION MEETING  
Monday, September 23, 2019**

**1. OPENING OF MEETING - 6:00 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 in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829.

**Date:** Monday September 23, 2019

**Time:** 6:00 pm

**Formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE****3. ROLL CALL** by Christopher Jones, SBA / Board Secretary

Erin Delgado

Robert Imhoff

Michelle Corley

Mindy Manahan

James Garner

Cindy Sharkey, President

Karyn Gove, Vice. Pres.

Additional Members Present: Dr. Gregory Hobough, Superintendent

Christopher Jones, SBA / Board Secretary

**4. STRATEGIC PLANNING SESSION #1****5. PRESENTATION & RECOGNITION ITEMS**

**5.1. Motion to recognize** High Bridge Youth Basketball for their donation of \$850.00 to be used towards Ray's Reef, the aquarium located in the elementary school lobby.

**5.2. Motion to recognize** High Bridge Schools for receiving the following awards at the goHunterdon Awards Breakfast on September 13, 2019

- High Bridge Middle School - First Step Recognition for NJ Safe Routes to School
- High Bridge Middle School - Sustainable Hunterdon Bronze Level Certification
- High Bridge Elementary School - Gold Level Recognition for NJ Safe Routes to School

**5.3. Superintendent's Report****5.3.1. 2019-2020 Enrollment**

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	2	25	-	-	-	25
K	2	26	1	-	-	27
1	2	33	-	-	-	33
2	2	33	-	-	-	33
3	2	43	1	-	-	44
4	2	31		-	-	31

<b>Elementary School Total</b>						<b>193</b>
5	2	37	1	-	-	38
6	2	38	-	1	-	39
7	2	43	-	-	-	43
8	2	48	-	-	-	48
<b>Middle School Total</b>						<b>168</b>
<b>District Total</b>	<b>20</b>	<b>357</b>	<b>3</b>	<b>1</b>		<b>361</b>

**5.3.2.** Staff Attendance for August 2019 (*Attachment: August 2019 Staff Attendance*)

**5.3.3.** 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	N/A	N/A	07/03	07/30								
August	N/A	N/A	08/01	08/06								
Sept	09/06	09/10 09/12	09/05	09/10 09/12			1					
Oct												
Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												

\* Investigation is in progress

**5.3.4.** Superintendent Update

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

**5.4.1.** Pension Census

**5.4.2.** Facilities Review

**6. REVIEW OF OFFICIAL CORRESPONDENCE**

Name                      Date                      Subject

**7. 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.

## 8. ADOPTION OF MINUTES FROM PREVIOUS MEETING

8.1. August 26, 2019 Regular Meeting Minutes (*Attachment: 8 26 19 Meeting Minutes*)

8.2. September 16, 2019 Work Session Meeting Minutes (*Attachment: 9 16 19 Work Session Minutes*),

**Board President** calls for a motion and a second to approve 8:

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

## 9. REPORTS TO THE BOARD

9.1. Board President's Report

9.1.1. Board of Education Goals (*See attached: Proposed 2019-2020 BOE Goals*)

## 10. ACTION ITEMS

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

10.1.1. **Motion to approve** Board of Education goals for 2019-2020.

10.1.2. **Motion to approve** revised and/or new policies and regulations: (*See attached: Alert 218 Policies - Edited and Alert 218 Regulations - Edited*)

10.1.2.1. 1642 - Earned Sick Leave Law – Policy & Regulation (M)

10.1.2.2. 3159 – Teaching Staff Member/School District Reporting Responsibilities– Policy (M)

10.1.2.3. 3218 – Use, Possession, or Distribution of Substances – Policy & Regulation (M)

10.1.2.4. 4218 - Use, Possession, or Distribution of Substances – Policy & Regulation (M)

10.1.2.5. 4219 - Commercial Driver's License Controlled Substance and Alcohol Use Testing – Policy (M)

10.1.2.6. 5517 – School District Issued Student Identification Cards - Policy

10.1.2.7. 6112 - Reimbursement of Federal and Other Grant Expenditures Policy & Regulation (M)

10.1.2.8. 7440 - School District Security – Policy & Regulation (M)

10.1.2.9. 8600 – Student Transportation – Policy (M)

10.1.2.10. 8600 – Student Transportation - Regulation

10.1.2.11. 8630 – Bus Driver/Bus Aide Responsibility - Policy (M)

10.1.2.12. 8630 - Emergency School Bus Procedures - Regulation (M)

10.1.2.13. 8670 – Transportation of Special Needs Students - Policy (M)

10.1.2.14. 9210 – Parent Organizations – Policy

10.1.2.15. 9400 – Media Relations - Policy

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

Grade	Location	Cost/Student	Incurred By
4th Grade	Solitude House, Solitude Dam & Tisco Property	Free	N/A
8th Grade Choir - Boys	Tenor/Bass Festival at Rowan University	\$12.00	Parent/Guardian
5th Grade	Grow-A-Row	Free	Student Leadership
5th Grade	Liberty Science Center	\$34.00	Parent/Guardian
Kindergarten	West Portal Pumpkin Patch, Asbury, NJ	\$10 Admission Plus Busing Cost TBD	Parent/Guardian
6th Grade	Splash Floating Classroom Lambertville, NJ	\$34.00	Parent/Guardian

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

- 10.2.1. Motion to approve** substitute nurse coverage as needed at all field trips for the 19/20 school year at a rate of \$105/day.
- 10.2.2. Motion to approve** Rachel Katzenberger as volunteer Girls Volleyball Coach for the 2019 season.
- 10.2.3. Motion to approve** an unpaid leave of absence in accordance with FMLA for Joan Murray beginning September 23, 2019.
- 10.2.4. Motion to approve** maternity leave for Christina Harding beginning on/or about December 9, 2019 with a tentative return date of April 6, 2020. She will utilize sick days followed by unpaid days in accordance with NJ FLA.
- 10.2.5. Motion to approve** Coleen Conroy for an additional 11 hours of summer work at her hourly rate of \$23.03.
- 10.2.6. Motion to approve** Danielle Weber as Mentor for Kayla Oakes. Mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.
- 10.2.7. Motion to approve** Brenda Krushinski as Mentor for Tyler Matthijssen. Mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.
- 10.2.8. Motion to approve** Jemma Buccine and Christina Harding as advisors for the MS TREP\$ program at a rate of \$29.11 per hour not to exceed 28 hours for a total of \$815.08.
- 10.2.9. Motion to approve** Coleen Conroy to serve as TREP\$ Program Coordinator at the rate of \$29.11 per hour not to exceed 14 hours for a total of \$407.54.
- 10.2.10. Motion to approve** Melissa Betz as MS Breakfast Program Supervisor for 15 minutes per day at a rate of \$29.11 per hour for 176 days for a total compensation rate of \$1,280.84. Sustainable NJ Schools grant will cover \$600.00. Michael Doerwang and Jemma Buccine as Substitute Supervisors for the MS Breakfast Program.
- 10.2.11. Motion to approve** Jemma Buccine, Gerald Tolomeo, Michael Doerwang and Lynn Gresko to share the Middle School Central Detention stipend position for 2 hours per week at \$29.11 per hour for 38 weeks, not to exceed \$2,212.36 total.

- 10.2.12. Motion to approve** Danielle Weber as MS Writing Support Instructor not to exceed 140 total hours at at rate of \$29.11 for a total of \$4,075.40 to be paid from Title I funds.
- 10.2.13. Motion to approve** Melissa Betz and Judy LaGreca as Co-MS Math Support Instructors not to exceed 140 total hours at at rate of \$29.11 for a total of \$4,075.40 to be paid from Title I funds.
- 10.2.14. Motion to approve** Emma Alparone as ES Writing Support Instructor not to exceed 140 total hours at at rate of \$29.11 for a total of \$4,075.40 to be paid from Title I funds.
- 10.2.15. Motion to approve** Christin Honickel as ES Math Support Instructors not to exceed 140 total hours at at rate of \$29.11 for a total of \$4,075.40 to be paid from Title I funds.
- 10.2.16. Motion to approve** Jana Brown and Paige McGaheran as Co-Advisors for the ES Homework Club not to exceed 140 total hours at a rate of \$29.11 for a total of \$4,075.40 to be paid by Title I funds.
- 10.2.17. Motion to approve** Centenary University undergraduate students Julia Anthony, Lily Battell, Samantha Hess, Katie O’Shea, to observe Special Education classes in the Elementary and Middle Schools for a total of 4 hours each beginning on or about September 24, 2019. They are also requesting to observe General Education Mathematics classes PS, K-8 for 10 hours total and facilitate a remedial math lesson during the semester.
- 10.2.18. Motion to approve** Courtney Shiffman to be compensated for hours above contracted hours to attend the Tenor/Bass Festival at Rowan University on October 23, 2019 at a rate of \$29.11 for 3 hours (5:45am - 8:15am and 3:30pm - 4:00pm) for a total rate of \$87.33.
- 10.2.19. Motion to approve** a group of Gill St. Bernard’s School students as volunteers to assist Fran Daley in the preparation and set up of the middle school library. They will be supervised by Fran Daley. Dates to be determined pending BOE approval.
- 10.2.20. Motion to approve** a Full Time Preschool Teacher for newly created preschool expansion program.
- 10.2.21. Motion to approve** a Master Teacher Consultant for the newly created preschool expansion program.
- 10.2.22. Motion to approve** course reimbursement for:  
Jemma Buccine
- Course: Statistical Methods I
  - College/University: Rutgers University
  - Semester: Fall 2019
  - Tuition: \$2,217.00

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

#### **10.3.1. Payment of Bills**

**Audit of Invoices** (*Attachment: 9 23 19 bill list*)

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

Check Register	Aug 27 - Sept 23	\$ 235,815.66
Payroll	August 30	\$ 49,028.39
Payroll	September 13	<u>\$ 233,141.02</u>

Total

\$ 517,985.07

**10.3.2. Financial Reports** (*Attachments: 2019 07 Board Secretary and Treasurer Reports - Signed*)

**Report of the Board Secretary and Treasurer's Report for July 2019**

**Resolved**, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of July 2019 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 July 2019, 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 23, 2019

Christopher Jones  
Business Administrator

**10.3.3. Line Item Transfers for July 2019** (*Attachment: 2019 07 Transfer Report-Signed*)  
**Resolved**, that the Board of Education approve the budget transfers as listed in the attachment.

**10.3.4. Motion to approve** disposal of outdated books. (*Attachment: Book List*)

**10.3.5. USE OF FACILITIES**

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

Organization	Start Date	End Date	Day / Times	Location
Women's Volleyball	10/7/19	5/18/19	Mondays 6:30 - 8:45 pm	MS Gym
Girl Scout Daisy Troop	10/21/19	6/15/20	Mondays 3:30-5 pm	ES Art room
Girl Scouts	10/10/19	10/10/19	Thursday 6:30-8:30 pm	ES Library

**10.3.6. Travel Expenditure for Workshops**

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Total
Danielle Weber	Annual Conference on Reading & Writing at Rutgers University	10/25/2019	\$180.00	\$41.70 (Mileage and	\$221.70

				Parking)	
Christina Harding	Annual Conference on Reading & Writing at Rutgers University	10/25/2019	\$180.00		\$180.00
Melissa Patane-Schulter	NJSCA Fall Conference	10/04/2019	\$109.00		\$109.00

- 10.3.7. Motion to approve** Krapf School Bus - NJN, Inc. for field trips and athletic events.
- 10.3.8. Motion to approve** Grant Applicant Payment Procedure (*Attachment: Grant Process*)
- 10.3.9. Motion to accept** Verizon \$100 matching gift due to Eileen Levin donation.
- 10.3.10. RESOLVED**, that the Board of Education apply for and accept as awarded, Preschool Expansion Aid for the 2019-2020 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.
- 10.3.11. Middle School Breakfast Program**  
**BE IT RESOLVED THAT** the High Bridge Board of Education, upon the recommendation of the Superintendent, hereby approve the Middle School Breakfast Program  
**BE IT FURTHER RESOLVED** that Maschio's Food Services, Inc. will implement the breakfast service with no change to the management fee or no cost operation.  
 ESTABLISH SCHOOL BREAKFAST AND MILK PRICES FOR THE 2019-2020 SCHOOL YEAR:  
 Student Breakfast \$1.50  
 Reduced Student Breakfast \$.30  
 Adult Breakfast \$1.90  
 Milk \$.60
- 10.3.12. Motion to approve** Justin Baranek as a substitute custodian at the rate of \$13.50/hr.
- 10.3.13. Motion to approve** DonorsChoose donations of \$743.26 for six (6) hydroponic kits for Richard Kolton at High Bridge Middle School and \$660.95 for various STEM building materials for Sherry Kerr at High Bridge Elementary School.
- 10.3.14. Travel**

Staff/Bd Member	Workshop	Date	Registration Fee	Other	Mileage	Total
Christopher Jones	NJSBA Workshop	October 23-24	\$375.00	\$15 Parking \$10.50 Tolls \$99 Meals	\$95.90	\$740.40

				\$115 Hotel \$30 Taxis		
Robert Imhoff	NJSBA Workshop	October 21-24	\$375.00	\$15 Parking \$10.50 Tolls \$231 Meals \$345 Hotel \$30 Taxis	\$95.90	\$1,102.40
Cindy Sharkey	NJSBA Workshop	October 22-24	\$375.00	\$15 Parking \$10.50 Tolls \$165 Meals \$230 Hotel \$30 Taxis	\$95.90	\$921.40
Greg Hobaugh	NJSBA Workshop	October 21-24	\$375.00	\$15 Parking \$10.50 Tolls \$231 Meals \$345 Hotel \$30 Taxis	\$95.90	\$1,102.40

**10.3.15. Transportation -**

**Motion to approve** the following Bus Routes for the 19/20 School Year:

Provider	Route #	Student ID#	Cost
WCSS	1837	20170023	\$250/day

**Board President** calls for a motion and a second to approve 10.1-10.3.15.:

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

**11. 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.

**12. EXECUTIVE/CLOSED SESSION**

**Board President calls for a motion** \_\_\_\_\_ and a second \_\_\_\_\_, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes (Regular Session Only)
- Shared Services
- Support Staff Contract

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.

**13. RECONVENE PUBLIC SESSION**

**Board President calls for a motion** \_\_\_\_\_ **and a second** \_\_\_\_\_ **to reconvene public session.**

**14. ACTION ITEM**

**Motion to approve the Executive Minutes**

**14.1.1.** August 26, 2019 Executive Minutes (*Attachments: 8 26 19 Executive Session Minutes*)

**14.1.2.** September 16, 2019 Work Session Executive Minutes (*Attachments: 9 16 19 Executive Work Session Minutes*)

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

**15. ADJOURNMENT**

**Board President calls for a motion** \_\_\_\_\_ **and a second** \_\_\_\_\_ **to adjourn the meeting.**