

**HIGH BRIDGE BOARD OF EDUCATION
WORK SESSION MINUTES**

1. OPENING OF MEETING - 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 work meeting convened in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829.

Date: Monday August 19, 2019

Time: 7:00 pm

No Formal action was taken.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL by Christopher Jones, SBA / Board Secretary

Erin Delgado	Robert Imhoff
Michelle Corley	Mindy Manahan
James Garner - <i>Absent</i>	Cindy Sharkey, President
Karyn Gove, Vice. Pres. - <i>Absent</i>	

Additional Members Present: Dr. Gregory Hobaugh, Superintendent

Christopher Jones, SBA / Board Secretary

4. PRESENTATION & RECOGNITION ITEMS

4.1. Superintendent's Report

4.1.1. 2019-2020 Projected Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	22	-	-	-	22
K	3	30	1	-	-	31
1	2	32	-	-	-	32
2	2	36	-	-	-	36
3	2	41	1	-	-	42
4	2	32		-	-	32
Elementary School Total						195
5	2	41	1	-	-	42
6	2	39	-	1	-	40
7	2	45	-	-	-	45
8	2	49	-	-	-	49
Middle School Total						176
District Total	21	367	3	1		371

4.1.2. Staff Attendance for July 2019 (Attachment: July 2019 Staff Attendance)

4.1.3. 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												
Oct												
Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												
* Investigation is in progress												

5. REVIEW OF OFFICIAL CORRESPONDENCE

Name Date Subject

6. REPORTS TO THE BOARD

6.1. Board President’s Report

6.1.1. Board of Education Goals

Cindy Sharkey opened discussion regarding board of education goals.

Community day

BOE goals for 2019-2020

Mr. Hagan/Marine motto

Cindy Sharkey opened discussion regarding maintaining the school motto. The board consensus was not to change the motto.

Welcome back staff 08/26

Cindy Sharkey will be attending the first day of school welcoming back the staff.

NJSBA convention

6.1.2. Strategic Planning Ad Hoc update

Erin Delgado discussed community day, soap box derby, and other potential items. She said the group just started communication and will meet more regularly.

6.1.3. Shared Services Ad Hoc Committee update

Robert Imhoff gave an update on Hunterdon County board meetings. Greg Hobaugh said he met with a superintendent regarding shared curriculum.

7. ACTION ITEMS

Greg Hobaugh welcomed the new science teacher, Kayla Oaks, to the school district. He then reviewed the draft districts goals.

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

- 7.1.1. District Goals
- 7.1.2. 19/20 Mentoring plan (*Attachment: Mentoring Plan 19-20*)
- 7.1.3. ES Handbook (*Attachment: ES Parent Handbook 19-20*)
- 7.1.4. MS Handbook/Code of Conduct (*Attachment: Middle School Handbook 2019*)
- 7.1.5. Approve the following class trips and transportation:

Grade	Location	Cost/Student	Incurred By
Student Leadership	Camp Bernie	\$20.00	Parent/Guardian

- 7.1.6. Updated Policy 5200 Attendance. (*Attachments: Regulation 5200 and Proposed Changes to Regulation 5200*)
- 7.1.7. Proposed field trip plan for the 2019-2020 school year (*Attachment: MS Field Trips 2019-2020 and ES Field Trips 2019-2020*)

7.2. Human Resources - Personnel, Management & Community Relations

- 7.2.1. Employees for the hours above their contracted time necessary to attend 10 scheduled inservice days on 8/27, 8/28, 8/29, 8/30, 10/04, 11/13, 12/11, 1/17, 2/26, and 6/12

Name	Hours	Hourly Rate	Total
Christine Cosgrove	37.50	\$29.11	\$1091.63
Brenda Krushinski	37.50	\$29.11	\$1091.63
Laura Pellegrino	37.50	\$29.11	\$1091.63
Lauren DiLanno	27.50	\$29.11	\$800.53
Thea Anaston	27.50	\$29.11	\$800.53
Jacklyn Carruthers	27.50	\$29.11	\$800.53
Denise Cathro	27.50	\$29.11	\$800.53
Kathleen Fulse	27.50	\$29.11	\$800.53
Kim Ziegler	27.50	\$29.11	\$800.53
Sharon Wilson	11.25	\$13.50	\$151.88
Kathy Barth	11.25	\$13.50	\$151.88
Cathy Hazlet	11.25	\$13.50	\$151.88

- 7.2.2. 2019-2020 employment contracts for Caryn Rinehart and Heather Valenta. (*Attachment: Sample Contract*)
- 7.2.3. 2019-2020 employment contracts for Kathleen Barth, Sharon Wilson, and Cathy Hazlet as Cafeteria Aides to \$4,590 per year for 2 hours per day for 170 days at \$13.50 per hour
- 7.2.4. The resignation of Nicole DiGeronimo as Middle School Physical Education teacher effective August 12, 2019.

- 7.2.5. Heather Trepitone as substitute black seal custodian at a rate of \$15.00 per hour.
- 7.2.6. The employment of Mary Fran Daley as full time Media Specialist from August 26, 2019 through June 30, 2020 at a level of MA Step 3 with an annual salary of \$62,050.00.
- 7.2.7. Kayla Oakes as full time Middle School Science Teacher from August 26, 2019 through June 30, 2020 at a level of BA Step 1 with an annual salary of \$57,650.00.
- 7.2.8. Movement on the salary guide as of September 1, 2019 for Christina Harding from MA to MA+15, pending receipt of required documentation, salary based on the 2019-2020 Guide in accordance with the 2018-2021 Agreement between the HBBOE and HBEA.
- 7.2.9. The following staff for Summer Academy Program payable through Title IV funds.

Staff Name	Course	Rate	Hours	Total
Lee Rozycki	Nurtured Heart	\$29.11	75	\$2183.00
Melissa Patane-Schulter	Second Step	\$29.11	8	\$232.88
Melissa Patane-Schulter	Social Thinking	\$29.11	12.5	\$363.88
Marisa Monaco	Social Thinking	\$29.11	12.5	\$363.88

- 7.2.10. Course reimbursement for:

- 7.2.10.1. Christina Harding

- Course: Innovative Approaches to Literacy Instruction
- College/University: Centenary University
- Semester: August, 2019 - December 2019
- Tuition: \$1,861.20*

*Tuition amount updated from \$1,811.40 to reflect current tuition rates. BOE approved at 7/08/19 meeting

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 June 2019
- 7.3.4. Use of Facilities

The following use of facilities request:

Organization	Start Date	End Date	Day / Times	Location
St. Joseph's Church	9/8/19	5/9/20	Sundays 8:30 am - 11 am	Classrooms
Girl Scout Troop #80222	9/13/19	6/12/20	Fridays 7 pm - 8:30 pm	ES Art Room
HBYS - Pictures	9/20/19	9/21/19	Friday 5 pm - 9 pm Saturday 7 am - 12 pm	MS Cafe
Huskies	8/17/19		Saturday 9 am- 12pm (only in case of rain)	ES Gym

Huskies	9/3/19	11/15/19	Monday - Thursday 6:15 pm - 8 pm	Gym, Music Room & Library
Cub Scouts Pack 149 Pack Meetings	9/16/19	5/18/20	3rd Mondays 6:30 pm to 8:30 pm	ES Gym
Cub Scouts Pack 149 Den Meetings	9/3/19	5/22/20	Mon, Tues, Weds, Thurs 6:30 pm to 8:30 pm	ES Music Room
High Bridge PTO	1/10, 1/24, 2/7, 2/21, 3/6		Fridays 6:30 - 9 pm	MS Gym
High Bridge PTO	9/13, 11/15, 2/7, 2/28		Fridays 6:30 - 8 pm	ES Blacktop (9/13) ES Gym
High Bridge PTO	9/17/19	6/9/20	3rd Mondays & 9/24/19	ES Library
Girl Scout Troop #80060	9/13/19	6/12/20	Fridays 6:30 pm to 8:30 pm	ES Music Room

7.3.5. Travel Expenditure for Workshops

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Total
Caryn Rinehart	NJDOE Regional Certification Training	8-14-19	N/A	N/A	N/A

7.3.6. Participation in eRate

7.3.7. Rutgers Purchasing Class

7.3.8. New Jersey Schools Job as an approved advertising vendor

7.3.9. Grant Application Payment Process (*Attachment: Grant Process*)

7.3.10. Preschool Grant Submission

7.3.11. Tuition Student (Bethlehem Township)

7.3.12. Transportation -

The following Bus Routes for the 19/20 School Year:

Provider	Route #	Student ID#	Cost
Del Val	1902	8398827834	\$125/day
WCSS			Waiting for info

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 comments

9. EXECUTIVE/CLOSED SESSION

Michelle McCorley motioned, seconded by Mindy Manahan, unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Administrative Assistants Contracts
- Physical Education Position
- Executive Session Minutes
- Shared Services

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

Erin Delgado motioned, seconded by Mindy Manahan, unanimously approved, to reconvene public session.

11. ADJOURNMENT

Erin Delgado motioned, seconded by Mindy Manahan, unanimously approved, to adjourn the meeting. 9:12pm

Respectfully Submitted,



Christopher Jones

Business Administrator/Board Secretary