

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Monday, August 26, 2019**

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 meeting convened in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829.

Date: Monday August 26, 2019

Time: 7:00 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

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

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

Additional Members Present: Dr. Gregory Hobaugh, Superintendent

Christopher Jones, SBA / Board Secretary

4. PRESENTATION & RECOGNITION ITEMS

4.1. *Robert Imhoff motioned, James Garner seconded, unanimously approved, to recognize Ryan Frei and the Aquaholics team for the donation of time and effort to install Ray's Reef at the Elementary School.*

4.2. Superintendent's Report

4.2.1. 2019-2020 Projected Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	22	-	-	-	22
K	3	31	1	-	-	32
1	2	33	-	-	-	33
2	2	36	-	-	-	36
3	2	42	1	-	-	43
4	2	32		-	-	32
Elementary School Total						198
5	2	40	1	-	-	41
6	2	39	-	1	-	40
7	2	43	-	-	-	43

8	2	49	-	-	-	49
Middle School Total						173
District Total	21	367	3	1		371

4.2.2. Staff Attendance for July 2019 (*Attachment: July 2019 Staff Attendance*)

4.2.3. 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												

4.2.4. Superintendent Update

Greg Hobough gave the following updates:

- *The district is reviewing test results to be reported in October*
- *The summer sports camp was successful*
- *Alyssa’s Law - compliant as of September 1*
- *Yearbook update - went to the printers; students were able to sign the updated yearbooks*
- *Electronic sign permit is approved. The board attorney advised that the district should control the messaging*
- *Teaching Staff started today*
 - *New Committees: Attendance and Flip Classroom*
- *NHV Superintendent meeting was last week*

4.3. School Business Administrator’s Report.

4.3.1. NJSBA Workshop

4.3.2. Facilities Review

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.

Lauren Richardson - She asked about the three kindergarten sections. Greg Hobough said the extra section is related to special education.

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

7.1. July 8, 2019 Regular Meeting Minutes (*Attachment: 7 8 19 Meeting Minutes*)

7.2. August 19, Work Session Meeting Minutes (*Attachment: 8 19 19 Work Session Minutes*),

Board President calls for a motion and a second to approve 7 as amended:

Motion: Robert Imhoff		Second: Michelle Corley		
Name:	Yes	No	Abstain	Absent
Michelle Corley	x			
Erin Delgado				x
James Garner	x		x7.2	
Karyn Gove	x		x7.2	
Robert Imhoff	x			
Mindy Manahan	x			
Cindy Sharkey	x			

7.1 Approved 6-0-0-1

7.2 Approved 4-0-2-1

8. REPORTS TO THE BOARD

8.1. Board President’s Report

Cindy Sharkey said she welcomed the staff back. She shared her comments with the board. The school board will be attending the community day. She kicked off the process to have the board become State Board of Education Certified.

8.1.1. Board of Education Goals

Cindy Sharkey opened discussion regarding goals. All board members provided feedback regarding goals.

ACTION ITEMS

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

8.2.1. Motion to approve the District Goals. (*Attachment: HB District Goals 2019-20*)

8.2.2. Motion to approve 2019/20 Mentoring plan. (*Attachment: Mentoring Plan 19-20*)

8.2.3. Motion to approve ES Handbook. (*Attachment: ES Parent Handbook 19-20*)

8.2.4. Motion to approve MS Handbook/Code of Conduct. (*Attachment: Middle School Handbook 2019*)

8.2.5. Motion to approve the following class trips and transportation:

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

8.2.6. **Motion to approve** updated Policy 5200 Attendance. (*Attachment: Regulation 5200 Attendance*)

8.2.7. **Motion to approve** proposed field trip plan for the 2019-2020 school year (*Attachment: MS Field Trips 2019-2020 and ES Field Trips 2019-2020*)

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

8.3.1. **Motion to approve** 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

8.3.2. **Motion to approve** Megan Roth for an additional 10 hours at her contract rate for Summer CST evaluations.

8.3.3. **Motion to accept** with regret, the resignation of Nicole DiGeronimo as Middle School Physical Education teacher effective August 12, 2019.

8.3.4. **Motion to approve** 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.

8.3.5. **Motion to approve** 2019-2020 employment contracts for Caryn Rinehart and Heather Valenta. (*Attachments: Rinehart 2019-2020 and Valenta 2019-2020*)

8.3.6. **Motion to approve** 2019-2020 employment contracts for Kathleen Barth, Sharon Wilson, and Catherine Hazlett as cafeteria aides at \$4,590 per year for 2 hours per day for 170 days at \$13.50 per hour.

8.3.7. **Motion to approve** the following employees for the hours above their contracted time necessary to attend 10 scheduled inservice days on 8/26, 8/27, 8/28, 8/29, 10/14, 11/13, 12/11, 1/17, 2/26, and 6/12

Name	Hours	Hourly Rate	Total
Christin 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
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- 8.3.8. **Motion to approve** up to two (2) teachers not to exceed 28 hours at a rate of \$29.11 per hour as advisors for the MS TREP\$ program and one (1) teacher not to exceed 14 hours at the rate of \$29.11 to serve as Program Coordinator. *(Attachment: TREP\$ Program)*
- 8.3.9. **Motion to approve** the creation of the stipend position of 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.
- 8.3.10. **Motion to approve** Heather Trepiccone as a black seal sub custodian at \$15.00 per hour.
- 8.3.11. **Motion to approve** 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.
- 8.3.12. **Motion to approve** 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.
- 8.3.13. **Motion to approve** intermittent unpaid leave for Judy LaGreca under the New Jersey Family Leave Act effective Tuesday, September 3, 2019.
- 8.3.14. **Motion to approve** course reimbursement for:
 - 8.3.14.1. 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

8.4. Educational Resources - Finance and Facilities

8.4.1. Payment of Bills

Audit of Invoices *(Attachment: 8 26 19 bill list)*

Approve invoices for Current Expenses in the following amounts:

Check Register	July 1 - Aug 26	\$ 877,006.09
Payroll	July 3 (Retro)	\$ 120,871.76
Payroll	July 15	\$ 54,658.57
Payroll	July 31	\$ 54,552.82
Payroll	August 15	<u>\$ 59,416.10</u>
	Total	\$1,166,505.34

8.4.2. Financial Reports *(Attachments: 2019 06 Board Secretary and Treasurer Reports - Signed)*

Report of the Board Secretary and Treasurer’s Report for June 2019

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of June 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 months of April 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.

August 26, 2019

Christopher Jones
Business Administrator

- 8.4.3.** Line Item Transfers for June 2019 (*Attachment: 2019 06 Transfer Report-Signed*)
Resolved, that the Board of Education approve the budget transfers as listed in the attachment.

8.4.4. USE OF FACILITIES

Motion to approve 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- 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 - 8 pm	Gym, Music Room & Library
Cub Scouts Pack 149 Pack Meetings	9/16/19	5/18/20	3rd Mondays 6:30 - 8:30 pm	ES Gym

Cub Scouts Pack 149 Den Meetings	9/3/19	5/22/20	Mon, Tues, Weds, Thurs 6:30 - 8:30 pm	ES Music Room
HBEA	9/13/19		Friday 5:30 - 7:30 pm	ES Blacktop
High Bridge PTO	1/10, 1/24, 2/7, 2/21, 3/6		Fridays 6:30 - 9 pm	MS Gym
High Bridge PTO	9/20, 11/15, 2/7, 2/28		Fridays 6:30 - 8 pm	ES Blacktop 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 - 8:30 pm	ES Music Room
HBYB	11/12/19	3/14/20	M-F 6:30 - 9 pm Saturdays 8 am - 4pm	ES & MS Gym
Adult Co-ed Volleyball **pending proof of insurance	9/11/18	5/27/19	Wednesdays 7:00 pm to 9:00 pm	MS Gym

8.4.5. Motion to approve participation in the E-Rate Consortium for the 2019-2020 school year.

8.4.6. Motion to approve Grant Applicant Payment Policy (*Attachment: Grant Process*)

8.4.7. Travel Expenditure for Workshops

Staff/Bd Member	Workshop	Date	Registration Fee	Other	Mileage	Total
Caryn Rinehart	NJDOE Regional Certification Training	8-14-19	N/A		N/A	N/A
Christopher Jones	Public School Purchasing	October 9 & 16	\$453.00		\$23.80	\$476.80
Christopher Jones	NJSBA Workshop	October 23-24	\$375.00	\$15 Parking \$10.50 Tolls \$99 Meals \$96 Hotel \$30 Taxis	\$95.90	\$721.40
Robert Imhoff	NJSBA Workshop	October 21-24	\$375.00	\$15 Parking \$10.50 Tolls \$231 Meals \$288 Hotel \$30 Taxis	\$95.90	\$1,045.40

Cindy Sharkey	NJSBA Workshop	October 22-24	\$375.00	\$15 Parking \$10.50 Tolls \$165 Meals \$192 Hotel \$30 Taxis	\$95.90	\$883.40
Greg Hobaugh	NJSBA Workshop	October 21-24	\$375.00	\$15 Parking \$10.50 Tolls \$231 Meals \$288 Hotel \$30 Taxis	\$95.90	\$1,045.40

8.4.8. Motion to accept the following tuition student for the regular school year program and ESY program (Autistic BD): Student# 201900001 from Bethlehem Township \$25,000 for regular school year and \$4,498.00 for ESY

8.4.9. Motion to approve Change Order #001 for Door Mullion replacement at High Bridge Elementary School

WHEREAS, the High Bridge Board of Education received bids for Elementary School Hallway Repair at the High Bridge Elementary School ; and

WHEREAS, AB Contracting, LLC. bid of \$110,350 was the lowest bidder and they were awarded the project.

WHEREAS, additional work was necessary due to unforeseen circumstances.

NOW, THEREFORE, BE IT RESOLVED, the High Bridge Board of Education approves change order #001 from AB Contracting, LLC for the Door Mullion replacement at the Elementary School at a cost not to exceed \$2,488.50.

8.4.10. Transportation -

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

Provider	Route #	Student ID#	Cost
Del Val	1902	8398827834	\$125/day

Board President calls for a motion and a second to approve 8.2-8.4.10:

James Garner and Greg Hobaugh discussed how professional development will be executed at the district. Greg Hobaugh said it will align with the district goals.

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

Approved 6-0-0-1

9. NEW BUSINESS

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 comments

11. EXECUTIVE/CLOSED SESSION

Robert Imhoff motioned, seconded by James Garner, 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.

12. RECONVENE PUBLIC SESSION

Karyn Gove motioned, seconded by James Garner, unanimously approved, to reconvene public session.

13. ACTION ITEM

Motion to approve the Executive Minutes

13.1.1. July 8, 2019 Executive Minutes (*Attachments: 7 8 19 Executive Session Minutes*)

13.1.2. August 17, 2019 Work Session Executive Minutes (*Attachments: 8 19 19 Executive Work Session Minutes*)

Motion: Robert Imhoff		Second: Mindy Manahan		
Name:	Yes	No	Abstain	Absent
Michelle Corley	x			
Erin Delgado				x
James Garner	x		x13.1.2	
Karyn Gove	x		x13.1.2	
Robert Imhoff	x			
Mindy Manahan	x			
Cindy Sharkey	x			

13.1.1. Approved 6-0-0-1

13.1.2. Approved 4-0-2-1

14. ADJOURNMENT

Robert Imhoff motioned, seconded by James Garner, unanimously approved, to adjourn the meeting. Meeting ended 8:20pm

Respectfully Submitted,

August 26, 2019

A handwritten signature in black ink, appearing to read 'Ch Jones', written in a cursive style.

Christopher Jones
Business Administrator/Board Secretary