

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
Monday, May 18, 2020**

**1. OPENING OF MEETING - 7:00 PM** *Meeting began at 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 will convene on Google Meet due to current restrictions for COVID-19. 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.

**Date:** Monday May 18, 2020

**Time:** 7:00 pm

**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*

James Garner *Present*

Cindy Sharkey, President *Present*

Karyn Gove, Vice. Pres. *Present*

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

John Jennings, SBA / Board Secretary *Present*

**4. PRESENTATION ITEMS**

**4.1. Superintendent's Report**

**4.1.1. 2019-2020 Enrollment**

| Grade                          | Sections  | District Enrollment | Choice   | Tuition  | Out-of-District | Total Enrollment |
|--------------------------------|-----------|---------------------|----------|----------|-----------------|------------------|
| PS                             | 2         | 25                  | -        | -        | -               | 25               |
| K                              | 2         | 30                  | 1        | -        | -               | 31               |
| 1                              | 2         | 34                  | -        | -        | -               | 34               |
| 2                              | 2         | 33                  | -        | -        | -               | 33               |
| 3                              | 2         | 41                  | 1        | -        | -               | 42               |
| 4                              | 2         | 32                  | -        | -        | -               | 32               |
| <b>Elementary School Total</b> |           |                     |          |          |                 | <b>197</b>       |
| 5                              | 2         | 40                  | -        | -        | -               | 40               |
| 6                              | 2         | 38                  | -        | 1        | -               | 39               |
| 7                              | 2         | 44                  | -        | -        | -               | 44               |
| 8                              | 2         | 47                  | -        | -        | -               | 47               |
| <b>Middle School Total</b>     |           |                     |          |          |                 | <b>170</b>       |
| <b>District Total</b>          | <b>20</b> | <b>364</b>          | <b>2</b> | <b>1</b> |                 | <b>367</b>       |

**4.1.2. Projected 2020-2021 Enrollment**

| Grade                          | Sections  | District Enrollment | Choice   | Tuition  | Out-of-District | Total Enrollment |
|--------------------------------|-----------|---------------------|----------|----------|-----------------|------------------|
| PS                             | 3         | 36                  |          |          |                 | 36               |
| K                              | 2         | 26                  |          |          |                 | 26               |
| 1                              | 2         | 30                  | 1        |          |                 | 31               |
| 2                              | 2         | 34                  |          |          |                 | 34               |
| 3                              | 2         | 33                  |          |          |                 | 33               |
| 4                              | 2         | 41                  | 1        |          |                 | 42               |
| <b>Elementary School Total</b> |           |                     |          |          |                 | <b>202</b>       |
| 5                              | 2         | 31                  |          |          |                 | 31               |
| 6                              | 2         | 40                  |          |          |                 | 40               |
| 7                              | 2         | 38                  |          | 1        |                 | 39               |
| 8                              | 2         | 43                  |          |          |                 | 43               |
| <b>Middle School Total</b>     |           |                     |          |          |                 | <b>153</b>       |
| <b>District Total</b>          | <b>21</b> | <b>352</b>          | <b>2</b> | <b>1</b> |                 | <b>355</b>       |

**4.1.3. Staff Attendance for April 2020** (*Attachment: April 2020 Staff Attendance*)

**4.1.4. 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<br>09/12 | 09/05 | 09/10<br>09/12 |             |     | 1    |     |              |          |              |          |
| Oct    | 10/15  | 10/24          | 10/02 | 10/04          |             |     |      |     | 1            |          |              |          |
| Nov    | 11/04  | 11/21          | 11/01 | 11/14          |             |     |      |     |              | 1        | 2            |          |
| Dec    | 12/12  | 12/10          | 12/11 | 12/09          |             |     |      |     |              |          | 3**          | 1**      |
| Jan    | 01/02  | 1/24           | 01/06 | 01/13          |             |     |      |     |              |          | 1            |          |
| Feb    | 02/18  | 02/03          | 02/03 | 02/03          |             |     | 3    |     |              | 1        |              | 1        |
| March  | 03/02  | N/A            | 03/02 | 03/04          |             |     |      |     |              |          |              |          |
| April  | N/A    | N/A            | N/A   | N/A            |             |     |      |     |              |          |              |          |
| May    |        |                |       |                |             |     |      |     |              |          |              |          |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
| June   |  |  |  |  |  |  |  |  |  |  |  |  |
| * Investigation is in progress<br>**19-20 MS03 is shown as 2 incidents |  |  |  |  |  |  |  |  |  |  |  |  |

**4.1.5. Superintendent Update** *Greg Hobaugh discussed the following:*

- *8th Grade pictures were taken Monday May 18th.*
- *The virtual talent show at the elementary school was well received*
- *Caps and gowns were delivered last week*
- *8th Graders are in the process of getting their materials out of their lockers with the rest of the middle school following suit*
- *Noted he would have more information regarding September Plans on school openings in June when more information/guidelines from the County/State is available*
- *Discussed procedures for chromebook returns/cleaning*
- *Staff contracts have been distributed for signatures*
- *Last day of school is June 16th*
- *Thanked the Borough of High Bridge for making their May Tax Levy payment to the district*

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

**4.2.1. Water Infiltration Project** *(Water Infiltration Project Pros-Cons)*

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

|             |             |                |
|-------------|-------------|----------------|
| <u>Name</u> | <u>Date</u> | <u>Subject</u> |
|-------------|-------------|----------------|

*none*

**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 emails. Lauren Richardson 1st grade teacher asked a question about Item 9.2.9. Greg Hobaugh noted difficulty in hiring speech therapists on a Part-Time basis. He noted the position was advertised but a qualified candidate could not be located and due to timing issues a contracted company was hired to provide the services.*

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

**Motion to approve:**

**7.1.** April 27, 2020 Regular Meeting Minutes *(Attachment: 4 27 20 Regular Session Minutes)*

**7.2.** May 11, 2020 Regular and Work Session Minutes *(Attachment: 5 11 20 Regular and Work Session Minutes)*

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

|                             |     |                             |         |        |
|-----------------------------|-----|-----------------------------|---------|--------|
| Motion: <b>Erin Delgado</b> |     | Second: <b>James Garner</b> |         |        |
| Name:                       | Yes | No                          | Abstain | Absent |
| Michelle Corley             | X   |                             |         |        |
| Erin Delgado                | X   |                             |         |        |
| James Garner                | 7.1 |                             | 7.2     |        |

|               |   |  |  |  |
|---------------|---|--|--|--|
| Karyn Gove    | X |  |  |  |
| Robert Imhoff | X |  |  |  |
| Cindy Sharkey | X |  |  |  |

7.1 Passes 6-0-0-0

7.2 Passed 5-0-1-0

**8. REPORTS TO THE BOARD**

- 8.1. Board President’s Report** *Cindy Sharkey mentioned the county meeting will be held virtually on June 11th and to encourage the board members to register.*  
*Robert Imhoff mentioned the recent legislation that passed the Senate and Assembly that provides towns the ability to delay monies owed to school districts. He noted that this would require the NJ Department of Education and NJ Department of Community Affairs approval. Robert also asked the Superintendent to look into any potential insurance liabilities with Drive-by graduations.*

**9. ACTION ITEMS**

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

**9.1.1. Motion to approve Summer Custodians**

| Custodian           | Start Date | Pay Rate  |
|---------------------|------------|-----------|
| Michael Doerwang    | 6/17/2020  | \$14/hour |
| Heather Trepiccione | 6/1/2020   | \$14/hour |

- 9.1.2. Motion to approve** Carol Miller, Nathan Eifler and Justin Baranak as Substitute Summer Custodians at a rate of \$14/hour.

**9.1.3. Motion to approve Tuition reimbursement for the following:**

| Staff                   | Course                                   | College/University   | Semester       | Tuition    |
|-------------------------|--|----------------------|----------------|------------|
| Jemma Buccine-Schraeder | The Gifted Child                         | Rutgers University   | May-July, 2020 | \$2154.00  |
| Christina Harding       | Diagnosis & Correction Reading & Writing | Centenary University |                | \$1,889.85 |

**9.2. Educational Resources - Finance and Facilities**

**9.2.1. Payment of Bills**

**Audit of Invoices** (*Attachment: 5 18 20 bill list*)

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

|                |                   |                      |
|----------------|-------------------|----------------------|
| Check Register | April 28 - May 18 | \$ 63,559.50         |
| Payroll        | April 30          | \$ 231,706.55        |
|                | May 15            | <u>\$ 236,240.15</u> |
|                | Total             | \$ 531,506.20        |

**Payment of Bills Cafeteria account -**

|           |       |                    |
|-----------|-------|--------------------|
| Maschio’s | May 8 | <u>\$ 4,002.03</u> |
|           |       | \$ 4,002.03        |

- 9.2.2. Financial Reports** (*Attachments: March Board Secretary and Treasurer Reports*)  
**Report of the Board Secretary and Treasurer’s Report for March 2020**

**Resolved**, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of March 2020 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 March 2020, 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.

May 11, 2020

John Jennings  
Business Administrator

- 9.2.3. **Line Item Transfers** for April 2020 (*Attachment: April Transfer Report - Signed*)  
**Resolved**, that the Board of Education approve the budget transfers as listed in the attachment.
- 9.2.4. **Motion to authorize** the Business Administrator/Board Secretary to issue "Not to exceed" purchases orders up to \$10,000.
- 9.2.5. **Motion to reject** all bids related to the Elementary School Water Infiltration Project as the District is abandoning the project pursuant to NJSA 18A:18A-22.
- 9.2.6. **Motion to approve** new Textbooks for Social Studies; Grades 5th and 6th World History (Pearson), Grades 7th and 8th American History (Pearson) both copyrighted 2019.
- 9.2.7. **Motion to approve** an amendment of the current Long Range Facilities Plan to include the ES Gym Floor replacement.
- 9.2.8. **Motion to approve** Substitute Teacher Rates for 2020-2021 School Year  
  
The Superintendent recommends that the Board of Education approve the recommendation to set the rates for the 2020-2021 school year as follows:  
Substitute Aide - \$78.00/day  
Substitute Teacher - \$95.00/day  
Substitute Nurse - \$115.00/day  
Substitute Administrator - \$115.00/day
- 9.2.9. **Motion to approve** Cumberland Therapy Services, LLC to provide Speech Therapy at \$82/hour.
- 9.2.10. **Food Service Renewal** (*Attachment: Maschio's Contract 20-21*)

**BE IT RESOLVED THAT** the High Bridge Board of Education, upon the recommendation of the Superintendent, hereby award and approve the renewal contract with Maschio’s Food Services, Inc. for the 2020-21 school year:

Yearly Management Fee: \$7,346.56

Guarantees a “No-Cost Operation”

ESTABLISH SCHOOL LUNCH AND MILK PRICES FOR THE 2020-21

SCHOOL YEAR:

Student Lunch \$3.05

Reduced Student Lunch \$.40

Adult Lunch \$3.95

Student Breakfast \$1.50

Reduced Student Breakfast \$.30

Adult Breakfast \$1.90

Milk \$.60

**Board President** calls for a motion and a second to approve 9.1-9.2.10.:

| Motion: <i>Karyn Gove</i> |     | Second: <i>Michelle Corley</i> |         |        |
|---------------------------|-----|--------------------------------|---------|--------|
| Name:                     | Yes | No                             | Abstain | Absent |
| Michelle Corley           | X   |                                |         |        |
| Erin Delgado              | X   |                                |         |        |
| James Garner              | X   |                                |         |        |
| Karyn Gove                | X   |                                |         |        |
| Robert Imhoff             | X   |                                |         |        |
| Cindy Sharkey             | X   |                                |         |        |

*James Garner asked a question regarding the competitiveness of our rates in item 9.2.8. Greg Hobaugh noted the rates were raised a few years ago and feel comfortable with the current rates in place. Cindy Sharkey asked a question about the management fee in item 9.2.10 in the event schools do not open in September. John Jennings noted that we currently are paying the management fee for the remainder of the 2019-2020 school year. He stated that this is something that could be looked into and or renegotiated next year if a long school closure next year occurs.*

**10. NEW BUSINESS** *No new business*

**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.

*No emails. Lisa Fallon, Director of Special Education noted she interviewed 4-5 candidates over several months for the speech therapist position but was unable to find a quality candidate, thus the need to hire a contracted provider.*

**12. EXECUTIVE/CLOSED SESSION**

**Board President calls for a motion at 7:35 PM, Robert Imhoff and a second Karyn Gove, unanimously approved** in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- BA 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 at 7:48 PM Robert Imhoff and a second Karyn Gove, unanimously approved,** to reconvene public session.

*Note John Jennings, Business Administrator was not present at the Executive Session*

**14. ACTION ITEM**

**Motion to approve** the Executive Minutes

- 14.1.1.** April 27, 2020 Executive Session Minutes (*Attachments: 4 27 20 Executive Session Minutes*)
- 14.1.2.** May 11, 2020 Executive Session Minutes (*Attachments: 5 11 20 Executive Session Minutes*)

| Motion: <i>Erin Delgado</i> |        | Second: <i>Karyn Gove</i> |         |        |
|-----------------------------|--------|---------------------------|---------|--------|
| Name:                       | Yes    | No                        | Abstain | Absent |
| Michelle Corley             | X      |                           |         |        |
| Erin Delgado                | X      |                           |         |        |
| James Garner                | 14.1.1 |                           | 14.1.2  |        |
| Karyn Gove                  | X      |                           |         |        |
| Robert Imhoff               | X      |                           |         |        |
| Cindy Sharkey               | X      |                           |         |        |

*14.1.1 passes 6-0-0-0*

*14.1.2 passes 5-0-1-0*

**15. ADJOURNMENT**

**Board President calls for a motion at 7:52 Karyn Gove and a second Erin Delgado, unanimously approved,** to adjourn the meeting.

Respectively Submitted



John Jennings  
Business Administrator/Board Secretary