

**HIGH BRIDGE BOARD OF EDUCATION**  
**WORK SESSION MEETING Minutes**  
**Tuesday, November 12, 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:** Tuesday November 12, 2019

**Time:** 7:00 pm

**No Formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE**

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

Erin Delgado - *Absent*

Robert Imhoff - *Absent*

Michelle Corley

Mindy Manahan

James Garner - *Absent*

Cindy Sharkey, President

Karyn Gove, Vice. Pres.

Additional Members Present: Dr. Gregory Hobaugh, Superintendent

**4. PRESENTATION & RECOGNITION ITEMS**

**4.1.** *Michelle Corley motioned, seconded by Karyn Gove, unanimously approved, the recognition of the High Bridge Middle School Girls Volleyball team on an outstanding 2019 season, taking home the championship trophy.*

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

**4.2.1.** Budget

**4.2.2.** Facilities

**4.2.2.1.** Capital Plan (*Attachment: Capital Plan*)

**4.2.2.2.** Asset Inventory Report (*Attachment: High Bridge SD - INS Final Report*)

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

Name

Date

Subject

Christopher Jones

10/18/19

Letter of Resignation (*Attachment: Jones C Resignation*)

**6. REPORTS TO THE BOARD**

**6.1.** Board President's Report

- *Cindy Sharkey went to the NJSBA convention and attended workshops. She gave an overview of key learnings.*
- *November 19 is the school safety summit*
- *November 21 is the county meeting covering social emotional learning*
- *November 23 is the delegate assembly*

- 6.2. Strategic Planning Ad Hoc update - *meeting was held at 6pm prior to the start of the work session. Michelle Corley provided an overview of the topics covered.*
- 6.3. Shared Services Ad Hoc Committee update - *Karyn Gove attended the NHV roundtable.*

## 7. HIB REPORTS

**WHEREAS**, N.J.S.A. 18A:37-15(e) requires that at the next board of education meeting following its receipt of a HIB report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent's decision.

The Superintendent shall inform the parties of the Board's determination in writing, as well as their right to appeal the determination to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than 90 days after the issuance of the board's decision; or to file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

Discuss the superintendent's findings in HIB Report #ES01 (*Attachment: 19-20 ES01 Redacted*).

## 8. ACTION ITEMS

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

- 8.1.1. The 2019-2020 School Safety and Security Plan. (*Attachment: SS&SP Nov 2019*)
- 8.1.2. The submission of the School Safety and Security Plan Annual Review Statement of Assurance. (*Attachment: SS&SP 2019-20 SOA*)
- 8.1.3. Discussion of Proposed School Calendar. (*Attachment: Proposed School Calendar 20-21*)

### 8.2. Human Resources - Personnel, Management & Community Relations

- 8.2.1. Resignation of Christopher Jones, School Business Administrator / Board Secretary, effective December 31, 2019. (*Attachment: Jones C Resignation*)
- 8.2.2. Brenda Krushinski as an additional advisor for the MS TREP\$ program at a rate of \$29.11 per hour not to exceed 14 hours for a total of \$407.54.
- 8.2.3. Laura Pellegrino as MS Art Club Advisor for 10 hours at a rate of \$29.11 per hour not to exceed \$291.10.
- 8.2.4. Despinia Bunce for 15 hours of field work with Michael Doerewang as part of an assignment for her Perspectives on Early Education in a Democracy class at Montclair State University.
- 8.2.5. Sarah Weinstein as a volunteer reader for the 2019-2020 school year.
- 8.2.6. Marisa Monaco to be a home instructor for the 2019-2020 school year at a rate of \$35.42 per hour.
- 8.2.7. Course reimbursement for:
- Danielle Weber
    - Course: Seminar Instructional Leadership
    - College/University: Centenary University
    - Semester: Spring 2019
    - Tuition: \$1,861.20

Lynn Gresko

- Course: Leadership & Management in the Health Professions
- College/University: Rowan University
- Semester: Spring 2019
- Tuition: \$2,217.00

### 8.3. Educational Resources - Finance and Facilities

8.3.1. Payment of Bills

8.3.2. Financial Reports

8.3.3. Line Item Transfers

*Christopher Jones noted the additional items to be approved at the next board meeting:*

- *Electronics Disposal*
- *Business Office Consulting*
- *Business Administrator Contract*
- 8.3.4. Capital Reserve Release for Engineering Drawings for ES Sign \$402.98
- 8.3.5. Acceptance of \$1,500 ExxonMobil Grant submitted by Melissa Betz
- 8.3.6. The acceptance of a \$500.00 donation from ExxonMobil Foundation through their matching Volunteer Grant Program. On February 22, 2019, Maria Likhogrud presented the Girls in Engineering program to select middle school students.
- 8.3.7. Budget Calendar (*Attachment: 20-21 Budget Calendar*)
- 8.3.8. ESEA and IDEA Carryover
- 8.3.9. Maintenance Reserve Release of \$45,547.49 (*Attachment: Maintenance Reserve Release*)
- 8.3.10. Preschool State Aid submission
- 8.3.11. Submission of Comprehensive Maintenance Plan and M1 2019-2020 (*Attachments: High Bridge CMP 19 20 and High Bridge M-1 19-20*)
- 8.3.12. **USE OF FACILITIES**

Facilities request:

| Organization      | Dates                   | Times  | Location      |
|-------------------|-------------------------|--------|---------------|
| 8th Grade Parents | 12/12, 1/16, 2/20, 4/23 | 7-9 pm | MS Music Room |

### 8.3.13. Travel Expenditure for Workshops

| Staff/Bd Member | Workshop                                   | Date              | Registration Fee | Mileage | Total    |
|-----------------|--|-------------------|------------------|---------|----------|
| Katie Franks    | HCSCA Fall Meeting                         | 11/01/19          | \$20.00          | N/A     | \$20.00  |
| Mary Fran Daley | NHV STEM Articulation                      | 10/23/19          | \$0.00           | N/A     | \$0.00   |
| Judy LaGreca    | Wilson Foundations Level 3                 | 12/17/19          | \$350.00         | \$14.35 | \$364.35 |
| Megan Roth      | NASP 2020 Annual Conference, Baltimore, MD | 02/18/20-02/21/20 | \$489.00         | N/A     | \$489.00 |

## 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**

*Michelle Corley motioned, seconded by Karyn Gove, unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:*

- Shared Services
- Litigation
- Business Administrator Position

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 Michelle Corley, unanimously approved, to reconvene public session.*

**13. ADJOURNMENT**

*Michelle Corley motioned, seconded by Mindy Manahan, unanimously approved, to adjourn the meeting.*

Meeting ended: 9:15 p.m.

Respectfully Submitted,



Christopher Jones

Business Administrator/Board Secretary