

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR SESSION MEETING Minutes  
Tuesday, October 15, 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 convened in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829.

**Date:** Tuesday October 15, 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 - <i>Absent</i> | Mindy Manahan            |
| James Garner                    | Cindy Sharkey, President |
| Karyn Gove, Vice. Pres.         |                          |

Additional Members Present: Dr. Gregory Hobaugh, Superintendent

**4. NJSBA Training Session - Gwen Thorton**

**5. PRESENTATION & RECOGNITION ITEMS**

**5.1. Superintendent’s Report**

**5.1.1. 2019-2020 Enrollment**

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	2	25	-	-	-	25
K	2	27	1	-	-	28
1	2	33	-	-	-	33
2	2	32	-	-	-	32
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>

- 5.1.2. Staff Attendance for September 2019 (*Attachment: September 2019 Staff Attendance*)
- 5.1.3. 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	09/06	09/10 09/12	09/05	09/10 09/12			1					
Oct			10/02	10/04								
Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												

\* Investigation is in progress

5.1.4. Superintendent Update

*Greg Hobaugh gave the following updates:*

- *Free full day preschool started last week*
- *Middle School Breakfast started last week*
- *TREPS started last week with 85 students signing up*
- *Physical education position interviews are ongoing*
- *ES breezeway door has been completed*
- *ES sign has been installed*

5.1.5. Presentation of NJSLA 2019 Test Results

*Greg Hobaugh presented the 2019 test results.*

5.2. School Business Administrator’s Report.

5.2.1. Financial Audit

- *Christopher Jones stated the auditors finished work last week*

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.

*No comments*

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

8.1. September 23, 2019 Regular Meeting Minutes (*Attachment: 9 23 19 Meeting Minutes*)

8.2. October 7, 2019 Work Session Meeting Minutes (*Attachment: 10 7 19 Work Session Minutes*),

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

Motion: Karyn Gove		Second: Erin Delgado		
Name:	Yes	No	Abstain	Absent
Michelle Corley				x
Erin Delgado	x			
James Garner	x			
Karyn Gove	x			
Robert Imhoff	x			
Mindy Manahan	x		x 8.2	
Cindy Sharkey	x			

8.1 *Approved 6-0-0-1*

8.2 *Approved 5-0-1-1*

**9. REPORTS TO THE BOARD**

9.1. Board President’s Report

**10. ACTION ITEMS**

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

10.1.1. **Motion to approve** following staff as chaperones for the Middle School dance on November 1, 2019

Name	Rate
Coleen Conroy	\$72.53
Courtney Shiffman	\$72.53
Megan Roth	\$72.53
Heidi Miller	\$72.53
Nurse	\$72.53
Paraprofessional (1:1 per IEP)	\$13.50/hr paid through ESS

10.1.2. **Motion to approve** the attached BD vocational class trips. (*Attachment: Vocational Trips 2019-2020*)

10.1.3. **Motion to approve** the updated Gifted and Talented Identification and Services Selection Guide. (*Attachment: G&T Identification & Services*)

10.1.4. **Motion to approve** amendments to Regulation 5240 - Tardiness (*Attachment: Proposed Regulation 5240*)

10.1.5. **Motion to approve** the submission of the NJDOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2018-2019 school

year. (Attachment: School Self-Assessment ES - 2019 Submission, ES Appendix A, School Self-Assessment MS - 2019 Submission and MS Appendix A)

- 10.1.6. **Motion to approve** payment to Kayla Oakes for August 26-29, 2019 in-service days, at a per diem rate of \$288.25 for a total of \$1153.00.
- 10.1.7. **Motion to approve** the following class trips and transportation:

Grade	Location	Cost/Student	Incurred By
4th	Veterans Memorial Park, High Bridge	Free	N/A
8th	McCarter Theater - A Christmas Carol	\$38.00	Parent/Guardian

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

- 10.2.1. **Motion to approve** Substitute Nurse pay increase to \$115.00 per day.
- 10.2.2. **Motion to approve** Master Teacher Dr. Pamela Brillante for the Preschool Program, 12 hours per month at a rate of \$125.00 per hour funded under PEA
- 10.2.3. **Motion to approve** Educational Based Services to provide Speech Therapist at \$80/hour.
- 10.2.4. **Motion to approve** Jeffrey Thompson 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.
- 10.2.5. **Motion to approve** the High Bridge Cares program, a partnership with High Bridge Police Department and High Bridge School District. (Attachment: High Bridge Cares Overview Information and High Bridge Cares)
- 10.2.6. **Motion to approve** Geraldine Taiani as a volunteer to work with students in the High Bridge Middle School as part of a pilot visiting professorship program to develop connections between the community and schools. (Attachment: Geraldine Taiani - Experience and Visiting Professorship Program Proposal)
- 10.2.7. **Motion to approve** Lynn Hughes and Paige McGaheeran to be home instructors for the 2019-2020 school year at a rate of \$35.42 per hour.
- 10.2.8. **Motion to approve** the following co-curricular appointments to be funded through Special Olympics Play Unified Grant:

Name	Position	Rate	Hours	Total
Heidi Miller	MS Unified Club Advisor	\$29.11	20	\$582.20
Megan Roth	MS Unified Club Advisor	\$29.11	20	\$582.20
Jana Brown	MS Unified Club Advisor	\$29.11	20	\$582.20
Paraprofessional TBD	MS Unified Club Advisor	\$13.50	16	\$216.00
Paraprofessional TBD	MS Unified Club Advisor	\$13.50	16	\$216.00

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

**10.3.1. Payment of Bills**

**Audit of Invoices** (Attachment: 10 15 19 bill list)

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

Check Register	Sept 24 - Oct 15	\$ 101,815.66
Payroll	Sept 27	\$ 225,409.99

Payroll	October 15	\$ 223,201.27
	Total	\$ 550,426.92

**10.3.2. Financial Reports** (*Attachments: 2019 08 Board Secretary and Treasurer Reports*)  
**Report of the Board Secretary and Treasurer’s Report for August 2019**

**Resolved**, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the month of August 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 August 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.

October 11, 2019

Christopher Jones  
 Business Administrator

**10.3.3.** Line Item Transfers for August 2019 (*Attachment: 2019 08 Transfer Report-Signed*)  
**Resolved**, that the Board of Education approve the budget transfers as listed in the attachment.

**10.3.4. Motion to approve** soft drink and coffee sales to district staff from the Pre-Vocational Autistic and Behavioral Disabilities Programs at the Elementary and Middle Schools. Profits will go back into the program to replenish the drinks, maintain Coverp Cafe, and supply additional items to be made and sold to provide student behavioral incentives and to further enhance Life Skills while expanding the program pre-vocational activities, in preparation for Pre-Community Based Instruction (CBI) and Field Experience.

**10.3.5. Motion to approve** the removal of the attached items that are no longer serviceable. (*Attachment: Items No Longer Serviceable (Shed)*)

**10.3.6. USE OF FACILITIES**

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

Organization	Dates	Times	Location
Girl Scout Troop 80594	10/24, 11/14, 12/5 1/9, 2/20, 3/12, 4/23, 5/7	6:30 - 7:30pm	ES Art Room

**10.3.7. Travel Expenditure for Workshops**

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Total
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Christopher Jones	NJASBO - ASSA/DTRS	10/8/19	\$100	N/A	\$100.00
Melissa Patane-Schulter	HCSCA Fall Meeting	11/01/19	\$20.00	N/A	\$20.00
Lisa Fallon	Rutgers Seminar -Patterns of Strengths & Weaknesses to Identify Specific Learning Disabilities	10/18/19	\$180.00	N/A	\$180.00

**10.3.8. Motion to approve** the acceptance of a 2019-2020 Play Unified Grant awarded to High Bridge Middle School by Special Olympics in the amount of \$3,200.00.

**Board President** calls for a motion and a second to approve 10.1-10.3.8.:

Motion: Karyn Gove		Second: Erin Delgado		
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*

**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 comments*

**12. EXECUTIVE/CLOSED SESSION**

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

- Executive Session Minutes
- Shared Services
- Litigation

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**

*Jame Garner motioned, seconded by Erin Delgado, unanimously approved, to reconvene public session.*

**14. ACTION ITEM**

**Motion to approve** the Executive Minutes

**14.1.1.** September 23, 2019 Executive Minutes (*Attachments: 9 23 19 Executive Session Minutes*)

**14.1.2.** October 7, 2019 Work Session Executive Minutes (*Attachments: 10 7 19 Executive Work Session Minutes*)

Motion: Karyn Gove		Second: James Garner		
Name:	Yes	No	Abstain	Absent
Michelle Corley				x
Erin Delgado	x			
James Garner	x			
Karyn Gove	x			
Robert Imhoff	x			
Mindy Manahan	x		x 14.1.2	
Cindy Sharkey	x			

*14.1.1 Approved 6-0-0-1*

*14.1.2 Approved 5-0-1-1*

**14.1.3. Motion to approve** the Board Attorney to represent the district regarding litigation discussed in the Litigation Executive Session minutes:

Motion: James Garner		Second: Erin Delgado		
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 5-0-1-1*

**15. ADJOURNMENT**

*James Garner motioned, seconded by Mindy Manahan, unanimously approved, to adjourn the meeting.*

Meeting ended: 8:30pm

Respectfully submitted,



Christopher Jones  
Business Administrator/Board Secretary