

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR SESSION MEETING MINUTES
Tuesday, October 13, 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 in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829 and also on Google Meet due to current restrictions for COVID-19. Please note that you can email comments directly to Cindy Sharkey: csharkey@hbschools.org. Please mute your microphone to reduce feedback. Please notify the board if you intend to record this meeting.

Date: Tuesday October 13, 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*

Tori Thomsen *Absent*

James Garner *Present*

Cindy Sharkey, President *Present*

Karyn Gove, Vice. Pres. *Present*

Additional Members Present: Dr. Gregory Hobough, Superintendent, John Jennings Business Administrator *Both Present*

Note: Erin Delgado joined the meeting via google meet at 7:20 PM

4. PRESENTATION & RECOGNITION ITEMS

4.1. Christina Harding to present on Vocabulary.com and NewsELA. *(Attachment: NewsELA & Vocabulary.com BOE Presentation)*

Christina Harding presented to the Board Vocabulary.com and NewsELA.

4.2. Superintendent's Report

Greg Hobough updated the Board on;

- *October 15 is the State Count Date*
- *Reviewed two incidents of vandalism at the Elementary School and Middle School involving spray paint. High Bridge Police were notified.*
- *Gave an update on the New Pandemic Requirements for Remote and In-Person Meetings received from the Board Attorney. Based on these new requirements and concern for Staff and Student safety, Greg Hobough recommended that future Board of Education meetings revert back to all virtual.*
- *Noted that parent/teacher conferences were being done all virtual setting*

4.2.1. 2020-2021 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	34	-	-	-	34
K	2	41	-	-	-	41
1	2	27	1	-	-	28
2	2	34	-	-	-	34
3	2	33	-	-	-	33
4	2	40	1	-	-	41
Elementary School Total						211
5	2	30	-	-	-	30
6	2	42	-	-	-	42
7	2	38	-	1	-	39
8	2	43	1	-	-	44
Middle School Total						155
District Total	21	362	3	1		366

4.2.2. Staff Attendance for September 2020 (*Attachment: September 2020 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	NA	NA	NA	NA								
August	NA	NA	NA	NA								
Sept	A-9/15 B-9/17	A-9/22 B-9/24	A-9/14 B-9/17	A-9/21 B-9/24								
Oct	A-10/5 B-10/9		A-10/5 B-10/8									
Nov												
Dec												
Jan												
Feb												
March												
April												
May												
June												
* Investigation is in progress												

4.2.4. Superintendent Update

4.2.4.1. Hispanic Heritage Month (*Attachment: Hispanic Heritage Month Lessons*)

4.2.5. School Business Administrator’s Report

4.2.5.1. Financial Audit

John Jennings, Business Administrator discussed the status of the Audit as well as action items

9.3.4, 9.3.6 and 9.3.7.

5. REVIEW OF OFFICIAL CORRESPONDENCE

Name Date Subject

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 Public Comments*

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

7.1. September 21, 2020 Regular Meeting Minutes and October 5, 2020 Work Session Minutes

(Attachments: 9 21 20 Regular Session Meeting Minutes and 10 05 20 Work Session Minutes)

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

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

Motion passed 6-0-0-1

8. REPORTS TO THE BOARD

8.1. Board President’s Report

8.1.1. COVID -19 Case Count (*Attachment: Hunterdon County COVID-19 Case Count by Municipality 10.08.20*)

Cindy Sharkey discussed the upcoming NJSBA virtual workshop, County School Boards meeting as well update on the current High Bridge Covid Case count which stands at 26, up 1 from the October 8th report.

9. ACTION ITEMS

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

9.1.1. Motion to approve disposal of outdated library books. (*Attachment: Book List 10 13 20*)

9.1.2. Motion to approve the elimination of the Elementary School Special Education Multiple Disabilities program. (*Attachment: Request to Eliminate MD Program*)

9.2. Human Resources - Personnel, Management & Community Relations

9.2.1. Motion to approve the following employees for the hours above their contracted time necessary to attend in-service day on 9/23/20

Name	Hours	Hourly Rate	Total
Brenda Krushinski	2.75	\$29.11	\$80.05
Laura Pellegrino	3.6	\$29.11	\$104.80
Nicole Orzel	1.38	\$29.11	\$40.17

9.2.2. Motion to approve Coleen Conroy as TREP\$ Coordinator at a rate of \$21.48 per hour not to exceed 14 hours for a total of \$300.72.

9.2.3. Motion to approve Jemma Buccine and Kayla Oakes as TREP\$ Advisors at a rate of \$29.11 per hour not to exceed a total of 14 hours each, for a total of \$407.54 each.

9.2.4. Motion to approve Kayla Oakes and Coleen Conroy as Co-Advisors of the middle school Environmental Club Fall and Spring sessions not to exceed 44 total hours (22 for each session) at a rate of \$29.11 per hour for a total of \$1,280.84.

9.2.5. Motion to approve Jana Brown as Elementary School Homework Club Advisor at a rate of \$29.11 per hour not to exceed 140 hours for a total of \$4,075.40 paid through Title I funds.

9.2.6. Motion to approve Heidi Miller and Melissa Ozoria as Unified Club Co-Advisors at a rate of \$29.11 per hour for a total of 40 hours. Compensation will be paid by a grant from the Special Olympics.

9.2.7. Motion to approve the resignation of Judy LaGreca as middle school BSI Mathematics teacher.

9.2.8. Motion to approve Spencer Fader as a middle school BSI Mathematics teacher at a rate of \$29.11 per hour not to exceed 70 hours for a total of \$2,037.70.

9.2.9. Motion to approve the placement of the following Hunterdon County Polytech students to observe elementary school teachers for a total of twelve (12) hours on October 30, November 13, November 20, December 4, December 11 and December 18, 2020.

Ava Dressendorffer - Kimberly Sandorff

Zoe Lincoln - Lynn Hughes

Jack Cahill - Kevin Jones

9.3. Educational Resources - Finance and Facilities

9.3.1. Payment of Bills

Audit of Invoices (*Attachment: 10 13 20 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	Sept 22 - Oct 13	\$ 248,841.20
Payroll	Sept 30	\$ <u>253,033.83</u>
	Total	\$ 501,875.03

9.3.2. Financial Reports (*Attachments: 2020 09 Board Secretary and Treasurer Reports*)

Report of the Board Secretary and Treasurer's Report for September 2020

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

October 13, 2020

John Jennings
Business Administrator

9.3.3. Line Item Transfers for September 2020 (Attachment: September Transfer Report -Signed)

Resolved, that the Board of Education approve the budget transfers as listed in the attachment.

9.3.4. Motion to approve Submission of Comprehensive Maintenance Plan and M1 for 2019-21 (Attachments: High Bridge CMP 20-21 and High Bridge M1 20-21)

WHEREAS, the Department of Education requires New Jersey School Districts to submit three year maintenance plans documenting "required" maintenance activities for each of its public facilities, and

WHEREAS, the required maintenance activities as listed in the attached documents for the various school facilities of High Bridge Board of Education are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M1 for the High Bridge Board of Education in compliance with the Department of Education requirements.

9.3.5. Motion to approve the acceptance of a donation in the amount of \$1,500 for Ray's Reef from Ray & Amanda McCarthy.

9.3.6. Motion to approve the acceptance of the Coronavirus Relief Fund Grant in the amount of \$14,975.

9.3.7. Motion to approve the acceptance of the Revised Extraordinary Aid in the amount of \$152,830, a \$13,915 increase from the original amount of \$138,915.

9.3.8. Motion to approve the Delivery Service Agreement with Maschio’s Trucking, LLC for the 2020-2021 school year. (*Attachment: High Bridge Maschio’s Trucking Delivery Agreement 20-21Sys*)

9.3.9. Motion to approve the disposal of the following outdated textbooks:

Title	ISBN	Year	Quantity
United States History: Beginnings to 1877	978-0-547-48469-3	2012	27
World History: Ancient Through Early Modern Times	978-0-547-01854-6	2009	47

9.3.10. 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.

9.3.11. Transportation

Motion to approve the following Bus Routes for the 20/21 School Year:

Provider	Route #	Student ID#	Cost	Dates
Lebanon Twp	L12	9487501476	\$865	20/21 School Year
Lebanon Twp	L12	3039050759	\$865	20/21 School Year
Lebanon Twp	L12	4053541952	\$865	20/21 School Year

9.3.12. Travel Expenditure for Workshops

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Total
Brenda Krushinski	Wilson Language Training Prerequisite Course	Sept. 30 - Oct. 2, 2020	\$650.00	N/A	\$650.00
Brenda Krushinski	Just Words Virtual Launch Workshop	Oct. 14, 2020	\$300.00	N/A	\$300.00
Melissa Ozoria	Nurtured Heart Prerequisite Course	Oct. 19, 2020	\$99.00	N/A	\$99.00
Melissa Ozoria	Nurtured Heart Virtual Training	Oct. 25-30, 2020	\$1,499.00	N/A	\$1,499.00
Erin Delgado	NJSBA Ready, Set, Bargain	Oct. 16, 2020	\$149.00	N/A	\$149.00
Cindy Sharkey	NJSBA Ready, Set, Bargain	Oct. 16, 2020	\$149.00	N/A	\$149.00
Brenda Krushinski	Wilson Reading System Level1	Year Long	\$2,300.00	N/A	\$2,300.00
Lynn Gresko	Academy of Pediatrics School Health Conference	Oct. 14, 2020	\$100.00	N/A	\$100.00

Board President calls for a motion and a second to approve 9.1-9.3.12.:

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

Robert Imhoff	X			
Tori Thomsen				X
Cindy Sharkey	X			

Motion passed 6-0-0-1

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 Public Comments*

11. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 8:03 PM James Garner and a second **Michelle Corley**, *unanimously approved*, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Support Staff Contracts
- Negotiations

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

Board President calls for a motion at 8:37 PM Robert Imhoff and a second **James Garner**, *unanimously approved*, to reconvene public session.

13. ACTION ITEM

Motion to approve the Executive Minutes

13.1.1. September 21, 2020 Executive Session Minutes and October 5, 2020 Executive Session Minutes (*Attachments: 9 21 20 Executive Session Minutes and 10 05 20 Executive Session Minutes*)

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

Motion passes 6-0-0-1

14. ADJOURNMENT

Board President calls for a motion at 8:40 PM James Garner and a second **Michelle Corley**, *unanimously approved*, to adjourn the meeting.

October 13, 2020

Respectively Submitted,

A handwritten signature in black ink, appearing to read "John Jennings", with a stylized flourish at the end.

John Jennings
School Business Administrator, Board Secretary