

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR SESSION MEETING MINUTES  
Monday, December 14, 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. Email comments directly to Cindy Sharkey: [csharkey@hbschools.org](mailto:csharkey@hbschools.org). Please mute your microphone to reduce feedback and notify the board if you intend to record this meeting. The High Bridge Board of Education follows these standard procedures for remote meetings.

**Date:** Monday, December 14, 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 *Present*  
James Garner *Absent*                    Cindy Sharkey, President *Present*  
Karyn Gove, Vice. Pres. *Present*

Additional Members Present: Dr. Gregory Hobaugh, Superintendent, John Jennings Business Administrator/Board Secretary (*both present*)

**4. PRESENTATION & RECOGNITION ITEMS**

**4.1. Danielle Weber** to present on ThinkCERTA.

*Greg Hobaugh introduced Daniel Weber to the Board. Danielle Weber gave a presentation to the Board on the Think CERTA Writing Program. Greg Hobaugh asked Danile Weber how is the High School reacting to the Program? Daniel Weber stated it was a little early to determine that but noted the High School encourages its sending districts to use whatever tools they feel are necessary. Erin Delgado asked if the program is being used in other subject areas? Danielle Webber noted the focus of the program is on ELA but eventually other subject areas could use it. Cindy Sharkey thanked Danille Weber for her presentation.*

**4.2. Superintendent's Report**

**4.2.1. 2020-2021 Enrollment**

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	31	-	-	-	31
K	2	40	-	-	-	40
1	2	27		-	-	27

2	2	32	-	-	-	31
3	2	33	-	-	-	33
4	2	40	1	-	-	41
<b>Elementary School Total</b>						<b>203</b>
5	2	29	-	-	-	29
6	2	42	-	-	-	42
7	2	38	-	1	-	39
8	2	43	1	-	-	44
<b>Middle School Total</b>						<b>154</b>
<b>District Total</b>	<b>21</b>	<b>354</b>	<b>2</b>	<b>1</b>		<b>357</b>

4.2.2. Staff Attendance for November 2020 (*Attachment: November 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								
Aug	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-10/20 B-10/30	A-10/5 B-10/8	A-10/13 B-10/15								
Nov	A-11/16 B- **	A-11/9 B- **	A-11/9 B-11/12	A-11/17 B-11/19								
Dec	A-12/1 B-12/03	B-12/4	A-12/1 B-12/3	A-12/8 B-12/3								
Jan												
Feb												
March												
April												
May												
June												

\* Investigation is in progress

\*\*November drills were not completed for Group B students due to the holidays, weather & COVID closures on B days.

4.2.4. Superintendent Update

*Greg Hobaugh noted attendance and enrollment. He discussed Letter out to the District regarding Snow Days and the current hybrid schedule prevents early dismissal or delayed openings.*

**4.2.5. Business Administrator Report**

- 4.2.5.1.** Election Results (*Attachment: Certificate of Election*)
- 4.2.5.2.** Healthcare Update (*Attachment: District Cost of New EHP Plan*)
- 4.2.5.3.** Preliminary Audit Results (*Attachment: Summary Board Attachment*)
- 4.2.5.4.** ASSA Comparison (*Attachment: ASSA Comparison*)
- 4.2.5.5.** School Debt

*John Jennings gave the Board an update on the Cafeteria Account finances. Cindy Sharkey asked if all the meals are being picked up by students. John Jennings and Greg Hobaugh noted that for ES Students, meals are delivered directly to the classroom. For MS Students meals are picked up by the students and most meals are being taken by the students. Robert Imhoff asked for periodic updates on the Cafeteria Account finances.*

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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**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.** November 9, 2020 Work Session Minutes (*Attachment: 11 9 20 Work Session Minutes*)
- 7.2.** November 16, 2020 Regular Session Meeting Minutes (*Attachment: 11 16 20 Work Session Minutes*),
- 7.3.** December 7, 2020 Work Session Minutes (*Attachment: 12 7 20 Work Session Minutes*)

**Board President** calls for a motion and a second to approve 7.1 - 7.3:

Motion: <i>Michelle Corley</i>		Second: <i>Robert Imhoff</i>		
Name:	Yes	No	Abstain	Absent
Michelle Corley	<i>X</i>			
Erin Delgado	<i>X</i>		<i>Nov 16</i>	
James Garner				<i>X</i>
Karyn Gove	<i>X</i>			
Robert Imhoff	<i>X</i>			
Tori Thomsen	<i>X</i>			
Cindy Sharkey	<i>X</i>			

*November 9 and December 7 pass 6-0-0-1*

*November 16 passes 5-0-1-1*

**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 12/10/20*)

*Cindy Sharkey asked Board members to complete their Mandated Board Training. She noted the High Bridge Covid Case Count increased from 44 to 77 as of 12/10/20. She noted Next Board Meeting is the Reorg Meeting. She also noted a change in time of Board Meetings for next year to start at 6:30 PM.*

**9. ACTION ITEMS****9.1. Student Achievement - Curriculum, Instruction, Technology & Policy****9.1.1. Motion to approve** the update of Use of School Facilities Policy 7510 and Regulation 7510 Update (*Attachments: Policy 7510 Update and Regulation 7510 Update*)**9.1.2. Motion to approve** course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Christina	Supervised Practicum	Centenary University	June, 2021 -	\$1,877.85
Harding	Reading		August, 2021	

**9.2. Human Resources - Personnel, Management & Community Relations****9.2.1. Motion to approve** Gregory Hobaugh as Attendance Officer.**9.3. Educational Resources - Finance and Facilities****9.3.1. Motion to approve** the 2021 High Bridge Board of Education Meeting schedule.  
(*Attachment: 2021 BOE Meeting Dates*)**9.3.2. Motion to approve** the acceptance of a \$500 donation from the Hunterdon Healthcare Foundation's Hunterdon Strong Community Challenge. (*Attachment: Hunterdon Strong Community Challenge*)**9.3.3. Payment of Bills****Audit of Invoices** (*Attachment: 12 14 20 bill list*)

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

Check Register	Nov 17 - Dec 14	\$ 262,262.45
Payroll	November 30	<u>\$ 242,624.70</u>
	Total	\$ 504,887.15

**9.3.4. Payment of Bills Cafeteria account**

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

Maschio's Food Service	November 13	<u>\$ 4771.73</u>
	Total	\$ 4771.73

**9.3.5. Financial Reports** (*Attachments: November Board Secretary & Treasurer Report*)**Report of the Board Secretary and Treasurer's Report for November 2020**

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

December 14, 2020

John Jennings  
Business Administrator

- 9.3.6. Motion to authorize** the amendment of the current Long Range Facilities Plan to include the Middle School Parking Lot Paving and new Middle School Student Lockers.
- 9.3.7. Motion to approve** Line Item Transfers for November 2020 (*Attachment: November Transfer Report Signed*)  
**Resolved**, that the Board of Education approve the budget transfers as listed in the Attachment.
- 9.3.8. Motion to approve** Cumberland Therapy Services, LLC from January 3 - June 18, 2021 to provide Speech Therapy at \$82.00 per hour, 21 hours per week. (*Attachment: Stepping Stone spring contract signed*)
- 9.3.9. ACCEPTANCE OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**  
**Motion to approve**, upon the recommendation of the Superintendent, in concert with the Business Administrator/Board Secretary, that the Board accepts and approves the 2019-2020 Audit and the CAFR for the fiscal year ended June 30, 2020.

**Board President** calls for a motion and a second to approve 9.1-9.3.9.:

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

*Motion passes 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. Greg Hobaugh noted the announcement of the Teacher of the Year will be virtual. Cindy Sharkey wished everyone a Merry Christmas and Happy Holidays and Lauren Richardson did the same.*

**11. EXECUTIVE/CLOSED SESSION**

**Board President calls for a motion at 7:42 pm Michelle Corley** and a second **Karyn Gove, unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- Negotiations
- Budget

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 8:03 pm Karyn Gove** and a second **Tori Thomsen, unanimously approved**, to reconvene public session.

**13. ACTION ITEM**

**Motion to approve** the Executive Minutes

- 13.1.1.** November 9, 2020 Work Session Executive Minutes (*Attachment: 11 9 20 Executive Session Minutes*)
- 13.1.2.** November 16, 2020 Regular Session Executive Minutes (*Attachment: 11 16 20 Executive Session Minutes*)
- 13.1.3.** December 7, 2020 Work Session Executive Minutes (*Attachment: 12 07 20 Executive Session Minutes*)

**Board President** calls for a motion and a second to approve 13.1.1-13.1.3:

Motion: <b>Karyn Gove</b>		Second: <b>Michelle Corley</b>		
Name:	Yes	No	Abstain	Absent
Michelle Corley	<b>X</b>			
Erin Delgado	<b>X</b>		<b>Nov 16</b>	
James Garner				<b>X</b>
Karyn Gove	<b>X</b>			
Robert Imhoff	<b>X</b>			
Tori Thomsen	<b>X</b>			
Cindy Sharkey	<b>X</b>			

*November 9 and December 7 pass 6-0-0-1*

*November 16 passes 5-0-1-1*

**14. ADJOURNMENT**

**Board President calls for a motion at 8:08 pm Karyn Gove and a second Michelle Corley, unanimously approved, to adjourn the meeting.**

Respectively Submitted,

A handwritten signature in cursive script that reads "John Jennings".

John Jennings  
Business Administrator/Board Secretary