

**HIGH BRIDGE BOARD OF EDUCATION
WORK SESSION MINUTES
Monday, May 3, 2021**

1. OPENING OF MEETING - 6:30 PM *Meeting began at 6:30 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. Please mute your microphone to reduce feedback.

Date: Monday May 3, 2021

Time: 6:30 pm

No Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL by John Jennings, SBA / Board Secretary

Erin Delgado *Present*

Robert Imhoff *Present*

Tori Thomsen *Present*

Colleen Poles *Present*

James Garner *Present*

Cindy Sharkey *Present*

Karyn Gove *Present*

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

John Jennings, SBA / Board Secretary *Present*

4. PRESENTATION ITEMS

4.1. Superintendent's Report

Greg Hobaugh reviewed the following with the Board:

- *Plans for school schedule next year*
 - *Plan A - Full day students lunch served in school*
 - *Plan B - Current schedule that exists this year as of May 3, 2021*
 - *Determination of which plan dependent on Health Department, State, County CDC guidelines*
- *Working on summer enrichment/social programs funded by grant money*
- *Noted the NJSBA recognized "Honorable Mention Designation" the District's Unified Club, thanked all involved in the Program*
- *Currently all NJ Counties are in the Yellow "Covid"*
- *Preschool Playground was delivered, noted it is funded with PEA Expansion funds*
- *First XC was Friday, First Softball game was today and First Baseball game is May 13*
- *Noted Teacher Appreciation Week*
- *Would have a HIB to report at next week's meeting*
- *Noted all staff have received a Rice notice. One employee Judy Lagreca requested any discussion about her be conducted during Public session*

Cindy Sharkey thanked all the teachers for all their hard work, especially during Covid. Cindy Sharkey asked about plans with Work/Family connection? Greg Hobaugh noted Work Family is reaching out to families asking those who are interested to sign up. They need a certain number of students committed before they will commit to running the program. Greg also noted Work Family is having difficulties finding people to provide the service, but he would reach out to them to see where they stand in potentially offering service. Cindy Sharkey asked about the District's plan to offer summer help to students? Greg noted the District is still in the planning stages but the programs would be in-person and would be targeted to students identified by teachers/educators who require extra help. Additionally, Greg noted it's difficult to estimate how many students would be interested in the program over the summer. Erin Delgado inquired about the cost to parents of the summer program? Greg Hobaugh noted given grant money is being used it would be free to families. Erin Delgado asked when the District would communicate which Plan they would use for next year? Greg Hobaugh noted ASAP, contingent on when the guidelines for next school year are released by the appropriate agency.

4.2. School Business Administrator's Report

John Jennings discussed the following with the Board:

- *Preschool equipment delivery*
- *Budget finalized and all documentation sent to appropriate agency*
- *Noted that documentation for those wishing to run for the High Bridge Board of Education is due to the county office in June.*
- *Noted district filed a grant application to the Janet Fund for a portable AED machine*

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
<i>none</i>		

6. REPORTS TO THE BOARD

6.1. Board President's Report

Cindy Sharkey noted the LEAP program discussed at the Budget meeting is not available to the District. She also noted that Bob would get an update on the County meeting that was going on simultaneously with this Board meeting. Cindy then asked the Board to share their thoughts on future Board Meetings. Tori Thomsen noted there is better collaboration with in-person Board meetings. James Garner expressed concern over accommodations of attendees (overflow). Greg Hobaugh noted he would review current guidelines on this. Karyn Gove preferred 6 feet distance at Board meetings as well as proper sanitization of room(s) post meeting. Greg Hobaugh noted he would have custodians come in early to disinfect any room used during in-person Board meetings. Robert Imhoff suggested asking attendees to RSVP for a meeting to better plan for the meetings (know how much room is needed). James Garner noted you can't deny access to Board meetings even if they did not RSVP. Karyn Gove noted the current guidelines allow students with masks 3 ft apart but still maintain 6 ft apart for teachers and adults.

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 #MS01 (*Attachment: 20-21 MS01 Redacted*).

8. ACTION ITEMS

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

8.1.1. Class trips and transportation:

Grade	Location	Cost	Cost incurred by
8th	YMCA Camp Bernie	\$70.00	Parent/Guardian
K	High Bridge Walking Trip	\$0.00	N/A

8.2. Human Resources - Personnel, Management & Community Relations

- 8.2.1. Reappointment of tenured certificated staff members for the 2021-2022 school year. (*Attachment: 2021-2022 All Staff Reappointments*)
- 8.2.2. Reappointment of the certificated staff members earning tenure during the 2021-2022 school year. (*Attachment: 2021-2022 All Staff Reappointments*)
- 8.2.3. Reappointment of non-tenured certificated staff members for the 2021-2022 school year. (*Attachment: 2021-2022 All Staff Reappointments*)
- 8.2.4. Reappointment of custodial staff, for the 2021-2022 school year. (*Attachment: 2021-2022 All Staff Reappointments*)
- 8.2.5. Reappointment of cafeteria aides for the 2021-2022 school year. (*Attachment: 2021-2022 All Staff Reappointments*)
- 8.2.6. Reappointment of support staff non-association members for the 2021-2022 school year. (*Attachment: 2021-2022 All Staff Reappointments*)
- 8.2.7. Reappointment of support staff association members for the 2021-2022 school year. (*Attachment: 2021-2022 All Staff Reappointments*)
- 8.2.8. Reappointment of administrative staff members for the 2021-2022 school year. (*Attachment: 2021-2022 All Staff Reappointments*)
- 8.2.9. Reappointment of Treasurer of School Monies for the 2021-2022 school year. (*Attachment: 2021-2022 All Staff Reappointments*)
- 8.2.10. Appointment of Nicholas Nocella as a full time Speech Therapist for the High Bridge

School District at a level of MA Step 1 at an annual salary of \$62,955.00 for the 2021-2022 school year.

- 8.2.11. Shared services contract between High Bridge School District and Bethlehem School District for the purpose of sharing the professional services of a speech therapist. *(Attachment: HB BT Shared Services Agreement-Speech)*
- 8.2.12. Staffing for 2021 Extended School Year. *(Attachment: ESY 2021 Staffing)*
- 8.2.13. Coleen Conroy as a chaperone for the May 25, 2021 8th grade class trip to YMCA Camp Bernie at a rate of \$21.48 per hour for one (1) hour for compensation of time worked past contractual hours.
- 8.2.14. Chaperones for the May 25, 2021 8th grade class trip to YMCA Camp Bernie at a rate of \$29.11 per hour for one (1) hour for compensation of time worked past contractual hours.
 - Heidi Miller (if needed)
 - Kayla Oakes
 - Katie Franks
 - Carl Katzenberger
 - Lynn Gresko
 - Rich Kolton (no additional pay)
- 8.2.15. Summer Instrumental Music Program to be offered for students entering grades 4-9 beginning Monday, June 28, 2021 and running through to Thursday, July 29, 2021. Lessons will be held in person at the middle school. Fee for this program will be \$80.00 for five (5) 30 minute lessons, or \$16.00 per single 30 minute lesson. Jeff Thompson will be the coordinator/instructor for this activity and will be compensated at the co-curricular rate of \$29.11 per hour. *(Attachment: Summer Instrumental Music Lesson Proposal)*
- 8.2.16. Eagle Scout project at the middle school submitted by Cameron Croghan. *(Attachment: Croghan Eagle Scout Project Proposal)* Greg Hobaugh described the project to the Board
- 8.2.17. Tuition reimbursement

Staff	Course	College/University	Semester	Tuition
Danielle Weber	Field Supervision Internship	Centenary University	Fall, 2021	\$1,913.85

Greg Hobaugh reviewed all the action items with the Board

8.3. Educational Resources - Finance and Facilities

- 8.3.1. Payment of Bills
- 8.3.2. Financial Reports
- 8.3.3. Line Item Transfers
- 8.3.4. Business Administrator/Board Secretary to issue “Not to exceed” purchases orders up to \$10,000.
- 8.3.5. Business Administrator, on behalf of the High Bridge Board of Education, to advertise and solicit *proposals* for Occupational Therapy *Services*
Edited by John Jennings
- 8.3.6. Submission of the ESSER II Grant for the following:
CRRSA-ESSER II \$111,976; Learning Acceleration \$25,000; Mental Health \$45,000
- 8.3.7. Food Service Renewal
- 8.3.8. Daily Substitute Rates for 2021-2022 School Year

Substitute Paraprofessional	\$94.25
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Substitute Teacher	\$95
Substitute Nurse	\$115
Teacher in Charge	\$115

John Jennings reviewed the educational resources with the Board. He noted that the April Financial reports would likely be voted on in June and not included in next week's regular session meeting.

9. 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*

10. EXECUTIVE/CLOSED SESSION

Board President calls for a motion at 7:20 pm Karyn Gove and a second **James Garner, unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- BA Contract
- Negotiations
- Superintendent Evaluation

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.

11. RECONVENE PUBLIC SESSION

Board President calls for a motion at 8:31 pm Robert Imhoff and a second **Erin Delgado, unanimously approved**, to reconvene public session. *Note that Cindy Sharkey communicated the RECONVENE PUBLIC SESSION VOTE to John Jennings who was not present at this portion of the Executive Session.*

Cindy Sharkey asked the Board for their opinion on the timing of resuming in-person Board Meetings. While all agreed that in-person meetings are preferred, there are still some concerns regarding compliance with the guidelines/Social Distance and how they change/evolve over time. James Garner suggested keeping meetings Virtual for the time being, but revisit over the summer as the guidelines evolve. Topic was tabled for future meetings.

12. ADJOURNMENT

Board President calls for a motion at 8:38 pm Karyn Gove and a second **Tori Thomsen, unanimously approved**, to adjourn the meeting.

Respectfully submitted,



John Jennings
Business Administrator/Board Secretary