

**HIGH BRIDGE BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
Monday, August 16, 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 in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829, alternatively the meeting will be available on Google Meet. Please note that you can email comments directly to Cindy Sharkey: [csharkey@hbschools.org](mailto:csharkey@hbschools.org). Please mute your microphone to reduce feedback. Please notify the board if you intend to record this meeting.

**Date:** Monday August 16, 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 *Absent*                      Robert Imhoff *Present*

Tori Thomsen *Present*                      Colleen Poles *Present*

James Garner *Present*                      Cindy Sharkey *Present*

Karyn Gove *Present*

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

John Jennings, SBA / Board Secretary *Present*

*Note Tori Thomsen attended the meeting virtual*

**4. PRESENTATION & RECOGNITION ITEMS**

**4.1. Superintendent's Report**

*Greg Hobough discussed the following with the Board:*

- *Per Governor's update, masks are now required for staff and students in school*
- *Planning on having sports this fall, student physicals are being completed*
- *Plan to offer breakfast and lunch to students, free to all students, working on logistics*
- *Virtual instruction was not an option under the Governor's executive order on school reopening, recent notice from DOE notes Districts maintain a virtual option for students who are quarantined*
- *Noted that things could change (future Governor/DOE requirements) as we move closer to the start date of school*
- *Plan on having Before/After Care available using Work Family Connection, they are visiting the school on Wednesday for site planning*

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

*John Jennings discussed the following with the Board:*

- *Noted facility use requests and that the availability could change depending on future Governor/DOE updates/changes*
- *Tuition student received by High Bridge*
- *20-21 School Audit has begun*
- *Recycling of old computer carts*
- *ARP IDEA application*
- *ARP ESSER III application*

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Brenda Krushinski <i>(Attachment: Krushinski Resignation)</i>	07/23/2021	Letter of Resignation
Susan Domagalski <i>(Attachment: Domagalski Correspondence)</i>	08/05/2021	Mask Mandate in Schools

**6. REPORTS TO THE BOARD**

**6.1. Board President’s Report**

**6.1.1. Board of Education Goals**

*Cindy Sharkey discussed the Board of Education Goals for upcoming school year:*

- *She reached out to NJSBA to have a representative aid in developing the Board’s Goals but due to scheduling conflicts the NJSBA representative was unable to attend the meeting*
- *Noted Erin Delgado emailed her thoughts which included:*
  - *Continuation of the Ad Hoc Committee*
  - *Community relationship, use technology to increase attendance at Board meetings*
  - *Improve virtual component of meetings*
- *Cindy discussed increasing retention and orientation of Board members and noted two current Board members were not returning upon their expiration of their current terms at the end of the year. She also noted that improving the Board’s knowledge of Finance is always a topic on the Board’s self-evaluation. She discussed a Board goal of having outside entities present topics to the Board 3 to 4 times a year.*
- *James Garner suggested having the districts auditor and/or Brown and Brown present to the Board on Finance and Health Insurance related topics*
- *Robert Imhoff discussed several potential Board goals*
  - *Improving Public Relations of the Board/District*
  - *Student well-being centered around SEL, Academics, Training, Diversity, Ethics*
  - *Continue to work to improve shared services as well as keep abreast of developments regarding regionalization*
- *Cindy Sharkey noted she would compile the Board’s comments into 3-4 Board Goals to be available for discussion at the next Board meeting.*

**ACTION ITEMS**

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

6.2.1. District Goals. (*Attachment: HB District Goals 2021-22*)

6.2.2. Revised 2021-2022 School Calendar (*Attachment: 2021-2022 School Calendar Revised*)

*Greg Hobough reviewed the three District Goals with the Board:*

- *Goal 1. Assess and identify students for gaps in English Language Arts and Mathematics during modified COVID-19 schedules and on-line learning, utilizing informal and formal assessments. At-risk students will be provided with supplemental instruction.*
- *Goal 2. To implement kindergarten through fifth grade English Language Arts (ELA) series to increase student achievement.*
- *Goal 3. To increase student's cultural awareness through our Social Emotional Learning (SEL) programs.*

*Greg also noted the change in the school calendar to include an extra day in December to reach the required 180 student days.*

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

- 6.3.1. Christina Harding and Danielle Weber for 57 hours each at the contracted hourly rate of \$29.11, not to exceed \$1,659.27 each, for ELA curriculum review and updating to strengthen student resources, to be paid from Title IIA funds.
- 6.3.2. Sherry Kerr for 20 hours at the contracted hourly rate of \$29.11, not to exceed \$582.20, for primary assessments with the new ESGI for math and ELA to be paid from Title II-A funds.
- 6.3.3. Katie Franks and Melissa Betz for 85 hours each at the contracted hourly rate of \$29.11, not to exceed \$2,474.35 each, for implementation/curriculum work and maintenance of a three year Middle School SEL Program to be completed this summer using Title IV-A funds.
- 6.3.4. Melissa Ozoria, Melissa Patane, Christina Harding and Danielle Weber for 10 hours each at the contracted hourly rate of \$29.11, not to exceed \$291.10 each, for the creation of a district wide MTSS resource to support RtI/I&RS to be paid by Title IIA funds.
- 6.3.5. Melissa Ozoria, Melissa Patane, Courtney Shiffman, and Alison Manley for 8 hours each at the contracted hourly rate of \$29.11, not to exceed \$232.88 each, for the creation of a district wide ELS resource to support the district's ELS students to be paid by Title IIA funds.
- 6.3.6. Caitlin Reilly as full time Preschool Teacher for the High Bridge School District at a level of BA Step 1 at an annual salary of \$59,055.00 for the 2021-2022 school year based on the 2018-2021 negotiated agreement. As soon as a new contractual agreement is completed, ratified and approved by the High Bridge Board of Education and the High Bridge Education Association, a new contract with the approved salary will be issued.
- 6.3.7. Carley Marookian as mentor to Caitlin Reilly. Mentoring fee to be paid by the mentee as per the New Jersey Teacher Mentoring Regulations.
- 6.3.8. Lisa Kerr and Sherry Kerr to conduct Kindergarten Assessments at a rate of \$29.11/hr not to exceed 34 hours total (17 hours each) for a total of \$989.74 (\$494.87 each).
- 6.3.9. Lisa Kerr and Sherry Kerr to conduct Kindergarten Meet & Greet on August 30 and 31, at a rate of \$29.11/hr not to exceed 4 hours total (2 hours each) for a total of \$116.44 (\$58.22 each).

- 6.3.10. Resignation of David Franczak as a part time Special Education Teacher for the High Bridge School District. (*Attachment: Franczak Resignation*)
- 6.3.11. Resignation of Brenda Krushinski as a part time Mathematics/Special Education Teacher for the High Bridge School District effective September 23, 2021. (*Attachment: Krushinski Resignation*)
- 6.3.12. Resignation of Nicole Orzel as a part time Physical Education Teacher for the High Bridge School District effective October 8, 2021. (*Attachment: Orzel Resignation*)
- 6.3.13. Melissa Patane-Schulter, Melissa Betz, Danielle Weber and Katherine Franks as teacher-in-charge as needed at the rate of \$115/full day; \$57.50/half day.
- 6.3.14. Heather Goldschmitt as a part time Special Education Teacher for the High Bridge School District at a level of MA Step 1 at an annual salary of \$39,032.10, based on the 2018-2021 negotiated agreement for the 2021-2022 school year. As soon as a new contractual agreement is completed, ratified and approved by the High Bridge Board of Education and the High Bridge Education Association, a new contract with the approved salary will be issued.
- 6.3.15. Stacey Hubbard as a part time Special Education Teacher for the High Bridge School District at a level of BA Step 1 at an annual salary of \$36,614.10, based on the 2018-2021 negotiated agreement for the 2021-2022 school year. As soon as a new contractual agreement is completed, ratified and approved by the High Bridge Board of Education and the High Bridge Education Association, a new contract with the approved salary will be issued.
- 6.3.16. Amy Miller as a part time Special Education Teacher for the High Bridge School District at a level of BA Step 1 at an annual salary of \$36,614.10, based on the 2018-2021 negotiated agreement for the 2021-2022 school year. As soon as a new contractual agreement is completed, ratified and approved by the High Bridge Board of Education and the High Bridge Education Association, a new contract with the approved salary will be issued.
- 6.3.17. Kathryn Miller as a part time Middle School Math Teacher for the High Bridge School District at a level of MA Step 3 at an annual salary of \$39,342.10, based on the 2018-2021 negotiated agreement for the 2021-2022 school year. As soon as a new contractual agreement is completed, ratified and approved by the High Bridge Board of Education and the High Bridge Education Association, a new contract with the approved salary will be issued.
- 6.3.18. Movement on the salary guide as of September 1, 2021 for Christina Harding from MA+15 to MA+30, pending receipt of required documentation, salary to be determined once a new agreement is signed between the HBBOE and the HBEA.
- 6.3.19. Amended summer student activity programs funded through ESSRII Grant:

Staff Member	Program Name	Duration	Rate per Week	Total Compensation
Melissa Patane	SEL Camp (1-2) & (3-4)	1 Week	\$600.00	\$600
Melissa Ozoria	SEL Camp	1 Week	\$600.00	\$600

	(1-2) & (3-4)			
Melissa Betz	SEL Camp (5-6) & (7-8)	1 Week	\$600.00	\$600
Katie Franks	SEL Camp (5-6) & (7-8)	1 Week	\$600.00	\$600
Nicole Cahill	Camp Nurse	2 weeks	\$600.00	\$1200

**6.3.20.** Co-curricular and athletic advisors compensation for the 2021-2022 school year as follows, dependent on state and health department guidelines on sports and co-curricular groups:

Activity	Staff Member	Grade(s)	Hours	Compensation
Athletic Director	Jerry Tolomeo	5-8	-	\$1,043.00
Boys' Basketball	TBD	5-8	-	\$2,183.00
Girls' Basketball	Carl Katzenberger	5-8	-	\$2,620.00
Girls' Softball	Carl Katzenberger	5-8	-	\$1,517.00
Boys' Baseball	Christian Bollin	5-8	-	\$1,264.00
Girls' Volleyball	Carl Katzenberger	5-8	-	\$1,517.00
Cheerleading	Carley Marookian	5-8	-	\$1,264.00
Cross Country	Michael Doerwang	5-8	-	\$1,264.00
Student Leadership	Courtney Shiffman Coleen Conroy Michael Doerwang	5-8	-	\$3,561.00 total
Homework Club - MS General Education	Christina Harding	5-8	20 hours total	\$582.20
Homework Assistance - MS Special Education	Nicole Locorotondo	5-8	20 hours total	\$582.20
HBMS TV Production	Jeff Thompson Danielle Weber	8	120 hours total	\$3,493.20
Drama Club	Courtney Shiffman Jeff Thompson	5-8	90 hours total	\$2,620.00
Literary Magazine	TBD	5-8	20 hours total	\$582.20
Jazz Band - MS	Jeff Thompson	5-8	30 hours total	\$873.30
Show Choir - MS	Courtney Shiffman	5-8	30 hours total	\$873.30

Yearbook - MS	Katherine Franks Danielle Weber	5-8	50 hours total	\$1,455.50
Reading Olympics	TBD	5-6	15 hours total	\$436.65
Yearbook - ES	TBD	PS - 4	40 hours total	\$1164.40
Environmental Club ES - Spring	Lynn Hughes Michele Gomez	4	22 hours total	\$640.42 total
Environmental Club ES - Fall	Lynn Hughes Michele Gomez	4	22 hours total	\$640.42 total
Environmental Club MS - Spring	Kayla Oakes Coleen Conroy	4	22 hours total	\$640.42 total
Environmental Club MS - Fall	Kayla Oakes Coleen Conroy	4	22 hours total	\$640.42 total
Young Authors' Club	TBD	4	22 hours total	\$640.42
Elementary School Band	Jeff Thompson	4	6 hours total	\$174.66
Elementary School Choir	Courtney Shiffman	4	6 hours total	\$174.66
Elementary School Video Club - Fall	Courtney Shiffman Carley Marookian	2-4	28 hours total	\$815.08 total
Elementary School Video Club - Spring	Courtney Shiffman Carley Marookian	2-4	28 hours total	\$815.08 total
MS TREP\$ Coordinator	Coleen Conroy	5-8	14 hours total	\$407.54 total
MS TREP\$ Advisors	Kayla Oakes TBD	5-8	28 hours total	\$815.08 total
ES Homework Club	Jana Brown TBD	2-4	140 hours total	\$4,075.40
ES Mathematics BSI Teacher	TBD TBD	K-4	280 hours total	\$8150.80
ES Writing BSI Teacher	Jana Brown TBD	K-4	280 hours total	\$8150.80
MS Mathematics BSI Teacher	Melissa Betz TBD	5-8	280 hours total	\$8150.80
MS Writing BSI Teacher	Danielle Weber TBD	5-8	280 hours total	\$8150.80
ES Family Skills Nights -	Carley Marookian	K-4	105 total	\$3,056.25

<ul style="list-style-type: none"> <li>• Reading</li> <li>• Mathematics</li> <li>• STEAM</li> </ul>	Melissa Valente TBD TBD TBD TBD		hours	
MS Unified Club Advisors	Melissa Ozoria Heidi Miller	5-8	36 total hours	\$1,048.00

**6.3.21.** Course reimbursement for:

Staff	Course	College/University	Semester	Tuition
Kayla Oakes	Characteristics Diverse Learning	Centenary University	Aug - Dec, 2021	\$1,877.85
Judy LaGreca	Nature & Needs of Individuals w/Disabilities	Centenary University	Aug - Dec, 2021	\$1,913.85

**6.3.22.** Staff for the hours above their contracted time necessary to attend scheduled inservice days on 8/30/21, 08/31/21, 09/01/21, 09/02/20, 10/11/21, 11/17/21, 12/15/21, 01/24/22 and 02/23/22.

Name
Brenda Krushinski
Nicole Orzel
Lauren DiLanno
Thea Anaston
Jacklyn Carruthers
Kim Ziegler
Alison Manley
Amy Miller
Stacy Hubbard
Heather Goldschmidt
Melissa Will
Kathryn Miller

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

**6.4.1.** Shared Services Contract for a Media Specialist. (*Attachment: Media Specialist Shared Services Contract*)

**6.4.2.** Travel Expenditure for Workshops

Staff/Bd Member	Workshop	Date	Registration Fee	Mileage	Other	Total
Heidi Miller	Handle With Care	09/15/21	\$450.00	N/A	\$29.11*	\$479.11
Marisa	Handle With Care	09/15/21	\$450.00	\$41.79	\$29.11*	\$520.90

Monaco						
Gregory Hobaugh	Hunterdon County Superintendent's Conference	10/7- 10/8/21	\$195.00	27.65	N/A	\$222.65

\*One (1) hour above contracted work day to attend mandated training.

6.4.3. Payment of Bills

6.4.4. Financial Reports

6.4.5. Line Item Transfers

6.4.6. Tuition rates for 2021-2022 at the following:

Emotionally Disabled/Autistic \$25,000

6.4.7. Participation in the E-Rate Consortium for the 2021-2022 school year.

6.4.8. Grant Applicant Payment Policy (*Attachment: Grant Process 21-22*)

6.4.9. Recycling of computer carts (*Attachment: Serial Numbers of Carts to be recycled*)

6.4.10. Trucking Delivery Agreement with Maschio's (*Attachment: High Bridge Maschio's Trucking Delivery*)

6.4.11. Tuition student for the regular school year program; (*Attachment: Bethlehem Twp - 10 Months Tuition 2021-2022*)

Student #	Program	Tuition	Sending District
2616019715	BD/Autism	\$25,000	Bethlehem Twp

6.4.12. Submission of the 2021-2022 American Rescue Plan -ESSER Grant for \$251,482 of which \$167,654 is currently available.

6.4.13. Submission of the 2021-2022 ARP IDEA Grant for the following amounts:

Basic \$16,701

Preschool \$ 1,424

6.4.14. Use of Facilities:

Organization	Dates	Day / Times	Location
Borough of High Bridge - Soap Box Derby	9/3/21	5 pm - 8 pm	ES parking lot
HB PTO	9/24	6 pm - 9 pm	ES Blacktop & bathrooms
HBYP	11/13/21 - 3/12/22	M-F 6:30- 8:30 pm Sat 8 am - 4 pm	ES Gym
HBYP	11/9/21 - 3/12/22	M-F 6:30- 8:30 pm Sat 8 am - 4 pm	MS Gym
Hunterdon Huskies	9/8/21- 11/12/21	T 4:30 - 8:30 pm W 4:40 - 8:30 pm Th 6:30 - 8:30 pm F 4:40 - 6:30 pm	ES Gym



Hunterdon Huskies	9/8/21- 11/19/21	M 6:30-8:30 pm T 6 - 7:15 pm W 6 - 8 pm Th 6:30 - 8 pm	MS Cafeteria
Adult Volleyball	9/15/21 - 5/25/22	Wednesdays 7 pm - 8:30 pm	MS Gym
Adult Volleyball	9/13/21 - 5/23/22	Mondays 7 pm - 8:30 pm	MS Gym

*Greg Hobaugh and John Jennings reviewed the action items with the Board*

**7. NEW BUSINESS** *No new business*

**8. 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. *Renee Brown asked how school lunch would be offered? Greg Hobaugh noted the 3 foot distance will be maintained and students would be allowed to remove their masks to eat. Lunch will be served in each school cafeteria. At the ES, lunch will be brought to each student's table. The MS is purchasing new tables in order that appropriate distance can be maintained. He noted that info on school lunch procedures would be forthcoming as we get closer to the start of school. Robin Ulmer asked if all staff were vaccinated? Greg Hobaugh noted that staff vaccination is not currently mandated and staff are not required to tell the district their vaccination status. Kelly Baker inquired about where lunch would be consumed? Greg Hobaugh noted lunch would be in the cafeterias and students would have assigned seating.*

**9. EXECUTIVE/CLOSED SESSION**

**Board President calls for a motion at 7:52 pm Karyn Gove** and a second **James Garner, unanimously approved**, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Executive Session Minutes
- 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.

**10. RECONVENE PUBLIC SESSION**

**Board President calls for a motion at 8:10 pm Robert Imhoff** and a second **James Garner, unanimously approved**, to reconvene public session.

**11. ADJOURNMENT**

**Board President calls for a motion at 8:12 pm Robert Imhoff** and a second **Karyn Gove, unanimously approved**, to adjourn the meeting.

Respectfully submitted

A handwritten signature in black ink that reads "John Jennings". The signature is written in a cursive style with a prominent initial "J".

John Jennings

Business Administrator/Board Secretary