

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

WEDNESDAY, DECEMBER 20, 2017

A. OPENING OF MEETING - 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 regular meeting will convene at 7:00 pm on Wednesday, December 20, 2017, in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829. Formal action will be taken.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL by Heather Goguen, Business Administrator/Board Secretary

Michael Estrada	Stephen Johnson
Karyn Gove	Alan Schwartz
Robert Imhoff, President	Cindy Sharkey, Vice Pres.
	Terrie Sostorecz

Additional Members Present: Dr. Gregory Hobaugh, Superintendent
Heather Goguen, Business Administrator/Board Secretary

D. PRESENTATION ITEMS AND RECOGNITION ITEMS

1. Honoring Coach Kim Terzuolo, Coach Christine Cosgrove and the fifteen Girls on the Run participants with a Certificate of Achievement for their successful completion of a 5k race and the GOTR Program.
2. Lauren Richardson, Tricia Morris, & Marissa Monaco will present on the 1st grade trip to Brandywine Assisted living at Middlebrook Crossing.
3. Joy Lindgern will present on "Snuggly Stephen's" that the Elementary School participated in on December 7, 2017.

1. Superintendent's Report

a. INFORMATION ITEMS:

- 2017-2018 Enrollment

Grade	# of Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	20	-		-	20
K	2	32	-		-	32

1	2	42	-		-	42
2	2	32	-		-	32
3	2	40	1		-	41
4	2	42	-		-	42
Elementary School Total						209
5	2	42	-		-	42
6	2	51	-		-	51
7	2	37	1	1	1	40
8	2	36	1		-	37
Middle School Total						170
District Total	21	373	3	1	1	379

- Staff Attendance for November 2017 (**Attachment #18-S-12-1**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents
 - 1 Report at the Middle School - found to be HIB
- Superintendent Update

2. School Business Administrator’s Report

- a. **General Information Items**
- b. **Vandalism Report**

- There was no vandalism to report.

- 3. **Superintendent’s Report** (Via e-mail)
- 4. **Middle School Principal’s Report** (Via e-mail)
- 5. **Elementary School Assistant Principal’s Report** (Via e-mail)
- 6. **Facilities Report** (via e-mail)

E. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Heather Goguen	11/16/17	Notice of Resignation (Attachment #18-C-12-1)
Jeffrey Bender	12/15/17	Articulation Effort (Attachment #18-C-12-2)

F. 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.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the Superintendent, request a motion to approve the following item:

1. November 15, 2017 Regular Meeting Minutes (**Attachment #18-M-12-1**)
2. November 29, 2017 Work Session Minutes (**Attachment #18-M-12-2**)

Roll Call:

Michael Estrada	Stephen Johnson
Karyn Gove	Alan Schwartz
Robert Imhoff, President	Cindy Sharkey, Vice Pres.
	Terrie Sostorecz

H. REPORTS TO THE BOARD

- **Board President's Report**
 - Possible dates for 2018 Board Calendar (**Attachment #18-BP-12-1 - MONDAY MEETINGS & Attachment #18-BP-12-2 WEDNESDAY MEETINGS**)
 - What day of the week works best for members.
 - Determine whether to stay with a committee structure or move to a committee of the whole.
- **Student Achievement** – Responsibilities: Curriculum, Instruction, Technology and Policy
 - **Cindy Sharkey, Chairperson, Michael Estrada, and Terrie Sostorecz, Members.**
 - Met December 11, 2017
 - Discussed Wellness Policy with Nicole DiGeronimo
 - Developed draft calendar for 18-19 school year aligned with NHVHS
 - Discussed feedback from health benefit meeting
 - Discussed possible dates and committee structure for reorganization meeting.
 - Next meeting TBA - set calendar at reorganization meeting
- **Educational Resources** – Responsibilities: Finance and Facilities
 - **Steve Johnson, Chairperson, Alan Schwartz, Robert Imhoff, Members**
 - Met December 11, 2017
 - Discussed Solar Panel possibility
 - Discussed architect update on Middle School Structure and Maintenance Plan
 - Discussed 2018-2019 Budget Calendar
 - Discussed District Goal of Fiscal Responsibility
 - Discussed feedback from health benefit meeting
 - Discussed possibility of Hampton students attending High Bridge Middle School

- Next meeting TBA - set calendar at reorganization meeting
 - **Human Resources – Responsibilities: Personnel, Management and Community Relations**
 - **Karyn Gove, Chairperson**, Cindy Sharkey, Robert Imhoff, Members
 - Met December 11, 2017
 - Discussed The Bridge article
 - Heard about recommendations about Elementary custodian
 - Update about Business Administrator interviews
 - Update about Elementary School Guidance Program
 - Discussed possibility of Hampton students attending High Bridge Middle School
 - Next meeting TBA - set calendar at reorganization meeting
 - **Negotiations**
 - **Alan Schwartz, Chairperson**, Stephen Johnson, Robert Imhoff, Members
 - Update- Requested information was given to HBEA on 12/7/17

I. ACTION ITEMS

1. STUDENT ACHIEVEMENT – Curriculum, Instruction, Technology and Policy

Based upon the recommendation of the Superintendent, request a motion to approve the following items:

a.) Motion to approve the 2018-2019 school calendar as presented. (**Attachment #17-SA-12-1**).

b.) Motion to approve the following class trips and transportation:

Grade	Location	Cost	Cost incurred by
8th	Voorhees High School	\$110.00	BOE
5th	Franklin Institute	\$30.00 per pupil	Parent/Guardian

Roll Call:

Michael Estrada	Stephen Johnson
Karyn Gove	Alan Schwartz
Robert Imhoff, President	Cindy Sharkey, Vice Pres.
	Terrie Sostorecz

2. HUMAN RESOURCES – Personnel, Management and Community Relations

Based upon the recommendation of the Superintendent, request a motion to approve the following items:

a.) Motion to accept resignation of **Heather Goguen**, School Business Administrator / Board Secretary, effective January 15, 2018.

b.) Motion to approve a leave of absence in accordance with FMLA utilizing sick days to **Timothy Tuttle**, FT Evening Custodian, with a current return date of December 22, 2017.

- c.) **Motion to approve Angela D'Armiento**, TCNJ Student to observe Lynn Hughes's classroom for January 22, 2018 to March 9, 2018.
- d.) **Motion to accept** the resignation of **Diane Menzaco**, Cafeteria Aide as of December 8, 2017.
- e.) **Motion to approve** course reimbursement for the following:
- i. **Heidi Miller**
 - Course: Intro to Analysis and Single Case Study
 - College/University: Rutgers University
 - Semester: Spring 2018
 - Credits: 3 Graduate
 - Tuition: \$2,106.00
 - ii. **Katherine Franks**
 - Course: Clinical Practicum Administration I
 - College/University: Kean University
 - Semester: Spring 2018
 - Credits: 3 Graduate
 - Tuition: \$2,106.00
 - iii. **Carla Nowell**
 - Course: Teachers as Change Agents and Educational Researchers
 - College/University: Centenary University
 - Semester: Spring 2018
 - Credits: 3 Graduate
 - Tuition: \$1,326.00
 - iv. **Brittany Horvath**
 - Course: Curricular Evaluation & Assessment Strategies
 - College/University: Centenary University
 - Semester: Spring 2018
 - Credits: 3 Graduate
 - Tuition: \$1,756.80
 - v. **Melissa Betz**
 - Course: Field Supervision Internship I
 - College/University: Centenary University
 - Semester: Spring 2018
 - Credits: 3 Graduate
 - Tuition: \$1,359.00
- f.) **Motion to approve** Rich Kolton as Cooperating Administrator for **Katie Franks** to complete 150 hours of field experience between January 2018 and May 2018.
- g.) **Motion to approve Karin Aderente** 1:1 aide for 6th grade class trip and lip sync contest at the rate of \$10.00 per hour not to exceed 4 hours total (\$40.00).
- h.) **Motion to approve Spencer Fader** as a chaperone for the Elementary School Winter concert at the event rate of \$72.53.
- i) **Motion to approve Brande Grieder** and **Marianne Stokes** as Acting Board Secretary, to serve on an emergency basis only, from this date until the next reorganization meeting in January 2019 at an hourly rate of \$26.74 and \$27.06 respectively.

- j.) **Motion to approve Robert Borkowski** as full-time custodian from January 2, 2018 through June 30, 2018 at an annual salary of \$33,000.00 (pro-rated), pending criminal history check.
- k.) **Motion to move Carla Nowell** on the guide to BA+30 Step 16 at a prorated salary of \$80,105.00 beginning February 1, 2018 through June 30, 2018.
- l.) **Motion to approve Rich Kolton** as Cooperating Administrator for **Melissa Betz** to complete 150 hours of field experience between January 2018 and May 2018.

Roll Call:

Michael Estrada	Alan Schwartz
Karyn Gove	Cindy Sharkey, Vice Pres.
Robert Imhoff, President	Terrie Sostoreszcz
Stephen Johnson	

3. **EDUCATIONAL RESOURCES – Finance and Facilities**

Based upon the recommendation of the Superintendent, request a motion to approve the following items:

a) **PAYMENT OF BILLS**

Audit of Invoices

- i. **Approve** invoices for Current Expenses in the following amounts:
(Attachment #18-ER-12-1)

Check Register:	November 16, 2017 to December 20, 2017	\$394,077.06
Payroll	November 15, 2017	\$228,290.95
Payroll	November 30, 2017	\$231,339.98
Payroll	December 15, 2017	<u>\$230,564.93</u>
	Total	\$1,084,272.92

b) **FINANCIAL REPORTS (Attachment #18-ER-12-2 (October) , Attachment #18-ER-12-3 (October), Attachment #18-ER-12-4 (November), Attachment #18-ER-12-5 (November))**

Report of the Board Secretary and Treasurer’s Report for October and November 2017

Resolved, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of October and November 2017 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.

Line Item Transfers for October and November 2017 (Attachment #18-ER-12-6 (October) & Attachment #18-ER-12-7 (November))

Resolved, that the Board of Education approve the budget transfers as listed 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 end October and November 2017, 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 20, 2017

Heather Goguen Business Administrator

c) USE OF FACILITIES

Organization	Start Date	End Date	Day / Times	Location
Optical Academy	2/7/18	2/7/18	Wednesday 10:00 am to 8:00 pm	ES Library

d) TRAVEL EXPENDITURE APPROVAL

Motion to approve workshop and related travel expenses as listed below:

Staff/Bd Member	Workshop/ Activity	Date	Registration Fee	Mileage	Other	Total
Megan Roth	NJASP Winter Conference 2017	12/8/17	\$175.00			\$175.00
Marianne Stokes	Administrative Assistant Program NJASBO	5/10/18		\$18.66		\$18.66
Judy LaGreca	Special Education & Math Conference	12/6/17	\$179.00			\$179.00
Kim Ziegler	Wilson Training	1/11/18	\$125.00			\$125.00
Kathleen Fulse	Wilson Training	1/11/18	\$125.00			\$125.00
Gretchen Dello Russo	Wilson Training	1/11/18	\$125.00			\$125.00
Karin Weikert	Wilson Training	1/11/18	\$125.00			\$125.00
Nicole Locorotondo	Wilson Training	1/11/18	\$125.00			\$125.00
Kelly Grube	Wilson Training	1/11/18	\$125.00			\$125.00
Christin Cosgrove	Wilson Training	1/11/18	\$125.00			\$125.00
Emma Alparone	Leader to Leader - Peer Support	11/30, 1/25, 2/22, 3/22, 5/31	0	\$26.59 per trip		\$132.95 for 5 meetings

Megan Roth	“Fade Away” Seminar	1/19/18	\$50.00			\$50.00
Lisa Fallon	“Fade Away” Seminar	1/19/18	\$50.00			\$50.00
Laura Pellegrino	Artists for Art Sake	1/29/18	\$45.00			\$45.00

e) PURCHASE OF APPLE TECHNOLOGY PRODUCTS

Motion to approve Hunterdon County Educational Services Commission for Apple Technology Products:

WHEREAS, the Hunterdon County Educational Services Commission (“HCESC”), as Lead Agency for the HCESC cooperative pricing system (system identifier 34HUNCCP), has awarded a contract for proprietary Apple technology products (bid number HCESC-TEC-16-01), renewed effective March 25, 2017 following the public solicitation of sealed bids pursuant to N.J.S.A. 18A:18A-15, N.J.S.A. 40A:11-13 and N.J.A.C. 5:34-9.1; and

WHEREAS, the High Bridge Board of Education is a member of the HCESC cooperative pricing system and is authorized to make purchases from contracts awarded by the HCESC pursuant to N.J.A.C. 5:34-7.1 et seq.; and

WHEREAS, the Apple technology products covered by the HCESC contract sought by the High Bridge Board of Education are of such a specialized nature that only such products will meet the needs of the High Bridge Board of Education and

WHEREAS, the High Bridge Board of Education has heavily invested time and funds into the acquisition and integration of Apple products in local operations that will be wasted if non-Apple products were used to supplement the existing technology; and

WHEREAS, the use of non-Apple products would require either the wholesale replacement of the technology currently used by the High Bridge Board of Education or an unsupportable level of training, support and maintenance services that would utterly defeat the purpose of the public contracting laws;

NOW, THEREFORE, BE IT RESOLVED that the High Bridge Board of Education hereby authorizes the purchase of proprietary Apple technology products through HCESC Contract (HCESC-TEC-16-01) from *Apple, Inc. 5505 W. Parmer Lane, MS 578-ROA Austin, TX 78727-6524*, for the following items:

- 1 - iPad Wi-Fi 128GB - Space Gray at \$399.00
- 1- iPad Big Grips Frame/Stand and Screen Protector at \$74.85

f) TERMINATE PARTICIPATION IN THE HEALTH BENEFITS PROGRAM

A RESOLUTION to terminate all participation under the State Health Benefits Program and School Employees’ Health Benefits Program (including Prescription Drug Plan and/or Dental Plan coverage).

BE IT RESOLVED:

1. The High Bridge School District hereby resolves to terminate its participation in the program (Medical Plan, Prescription Drug Plan, and/or Dental Plan coverage) thereby canceling coverage provided by the State Health Benefits Program and/or School Employees; Health Benefits Program (N.J.S.A. 52:14-17.25 et. seq.) for all of its active and retired employees.
2. We shall notify all active employees of the date of their termination of coverage under the program.
3. We understand that the Division of Pensions and Benefits will notify retired employees of the cancellation of their coverage.
4. We understand that all COBRA participants will be notified by the Division of Pensions and Benefits and advised to contact our office concerning a possible alternative health, prescription drug, and dental insurance plan.
5. We understand that this resolution shall take effect the first of the month following a 60-day period beginning with the receipt of the resolution by the State Health Benefits Commission or School Employees’ Health Benefits Commission.

g) APPROVAL OF PROFESSIONAL SERVICES

Motion to approve the appointment of Busch Law Group, LLC as Board Attorneys from December 21, 2017- June 30, 2018 with the following rates:

Nick Celso, primary contact and coordinating attorney	\$165/hr
\$145 for associations	\$145/hr
paralegals and law clerks	\$100/hr

h) APPROVAL OF BUDGET CALENDAR (Attachment #18-ER-12-8)

Motion to approve the 2018-2019 Budget Calendar

i) APPROVAL FOR COMPETITIVE BID

Motion to authorize the Business Administrator, as of December 20, 2017, on behalf of the High Bridge Board of Education, to advertise and solicit bids through the competitive bid process for the outsourcing of Paraprofessionals.

j) **TRANSFER OUT OF MAINTENANCE RESERVE FOR DOOR REPAIRS**

Motion to approve a transfer of \$29,341.20 out of the Maintenance Reserve for the purpose of door repairs at the Elementary School and Middle School.

- \$22,270.00 C&M Doors
- \$7,071.20 General Supply Co.

WHEREAS, NJSA 6A:23A-14.2(d) permits a Board of Education to withdraw such funds from the maintenance reserve account and appropriate into the required maintenance account lines at budget time or anytime during the year; and

WHEREAS, the aforementioned statute authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district's Maintenance Reserve Account any time during the year by resolution for required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4; and

WHEREAS, the High Bridge Board of Education is desirous to withdraw funds from the Maintenance Reserve Account and appropriate said funds into the required required maintenance account line in the amount of \$29,341.20; and

WHEREAS, according to 6A:23A-14.2 (d)1(e), the High Bridge Board of Education shall, for any approved amounts that remain unexpended or unencumbered at the end of the school year, return such funds to the maintenance reserve account;

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education that it hereby authorizes the district's School Business Administrator to make the necessary transfer consistent with all applicable laws and regulations.

k) **TRANSFER OUT OF MAINTENANCE RESERVE FOR ROOF RESTORATION (Revised for reduced amount)**

Motion to approve a transfer of \$155,235.50 out of the Maintenance Reserve for the purpose of roof restoration at the Elementary School.

- \$146,019.34 Weatherproofing Technologies (State Contract # AEPA IFB Bid #017-F)
- \$1,500.56 Fusco's Rental World for Lift
- \$1,538.40 Lowe's for materials
- \$1,087.20 Global Waste Industries for dumpster
- \$5,090 for in-house labor

WHEREAS, NJSA 6A:23A-14.2(d) permits a Board of Education to withdraw such funds from the maintenance reserve account and appropriate into the required maintenance account lines at budget time or anytime during the year; and

WHEREAS, the aforementioned statute authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district's Maintenance Reserve Account any time during the year by

resolution for required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4; and

WHEREAS, the High Bridge Board of Education is desirous to withdraw funds from the Maintenance Reserve Account and appropriate said funds into the required required maintenance account line in the amount of \$155,235.50; and

WHEREAS, according to 6A:23A-14.2 (d)1(e), the High Bridge Board of Education shall, for any approved amounts that remain unexpended or unencumbered at the end of the school year, return such funds to the maintenance reserve account;

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education that it hereby authorizes the district’s School Business Administrator to make the necessary transfer consistent with all applicable laws and regulations.

l) **Motion to approve** a grant check from ExxonMobil in the amount of \$2,600.00 for STEM (Science, Technology, Engineering and Math) programs.

m) **Motion to approve** lease for Board Office Postage Machine with Pitney Bowes for 60 months at \$117 per month effective January 1, 2018 through December 31, 2023.

Roll Call:

Michael Estrada	Alan Schwartz
Karyn Gove	Cindy Sharkey, Vice Pres.
Robert Imhoff, President	Terrie Sostoreszcz
Stephen Johnson	

J. NEW BUSINESS

K. 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.

L. EXECUTIVE/CLOSED SESSION

Motion to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- November 15, 2017 Executive Session Minutes (**Attachment #18-ES-12-1**)
- November 29, 2017 Executive Session Minutes. (**Attachment #18-ES-12-2**)
- Personnel
- 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.

Roll Call:

Michael Estrada	Alan Schwartz
Karyn Gove	Cindy Sharkey, Vice Pres.
Robert Imhoff, President	Terrie Sostorescz
Stephen Johnson	

M. RECONVENE PUBLIC SESSION

N. ACTION ITEMS

1. **Motion to approve** the November 15, 2017 Executive Session Minutes and the November 29, 2017 Executive Session Minutes.

Roll Call:

Michael Estrada	Alan Schwartz
Karyn Gove	Cindy Sharkey, Vice Pres.
Robert Imhoff, President	Terrie Sostorescz
Stephen Johnson	

O. ADJOURNMENT