

# HIGH BRIDGE BOARD OF EDUCATION

## REGULAR MONTHLY MEETING

TUESDAY, JANUARY 16, 2018

### 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 Tuesday, January 16, 2018, 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 Christopher Jones, Board Secretary

|                        |                          |
|------------------------|--------------------------|
| Erin Delgado           | Robert Imhoff            |
| Michael Estrada        | Stephen Johnson          |
| Karyn Gove, Vice Pres. | Alan Schwartz            |
|                        | Cindy Sharkey, President |

Additional Members Present: Dr. Gregory Hobough, Superintendent  
Christopher Jones, Business Administrator/Board Secretary

### D. PRESENTATION ITEMS AND RECOGNITION ITEMS

**Certificate of Appreciation** from the Borough of High Bridge presented to High Bridge PTO and the Hilltoppers All Star Players.

#### 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             | 31                  | -      |         | -               | 31               |
| 1     | 2             | 42                  | -      |         | -               | 42               |
| 2     | 2             | 32                  | -      |         | -               | 32               |
| 3     | 2             | 38                  | 1      |         | -               | 39               |

|                                |    |     |   |   |   |     |
|--------------------------------|----|-----|---|---|---|-----|
| <b>4</b>                       | 2  | 41  | - |   | - | 41  |
| <b>Elementary School Total</b> |    |     |   |   |   | 205 |
| <b>5</b>                       | 2  | 42  | - |   | - | 42  |
| <b>6</b>                       | 2  | 50  | - |   | - | 50  |
| <b>7</b>                       | 2  | 37  | 1 | 1 | 1 | 40  |
| <b>8</b>                       | 2  | 36  | 1 |   | - | 37  |
| <b>Middle School Total</b>     |    |     |   |   |   | 169 |
| <b>District Total</b>          | 21 | 369 | 3 | 1 | 1 | 374 |

- Staff Attendance for December 2017 (**Attachment #18-S-1-1**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents

**b.) PUBLIC HEARING**

1. **Request a motion** to open Public Hearing  
 In accordance with the *Anti-Bullying Bill of Rights Act* (ABR) (P.L. 2010, c.122), a public hearing is being held to report all incidents of violence, vandalism, and harassment, intimidation and bullying for the reporting period September 1<sup>st</sup> through December 31<sup>st</sup>, 2017. This information is also being reported to the New Jersey Department of Education (NJDOE) through the Student Safety Data System (SSDS) and the Harassment, Intimidation and Bullying-Investigations, Trainings & Programs report (HIB-ITP). (**Attachment #18-S-1-2**)
2. Public Comments
3. Request a motion to close Public Hearing and reconvene regular business.

- Superintendent Update

**School Business Administrator’s Report**

- a. **General Information Items**
- b. **Vandalism Report**
  - There was no vandalism to report.

2. **Superintendent’s Weekly Update Report** (Via e-mail)

**E. REVIEW OF OFFICIAL CORRESPONDENCE**

|             |             |                |
|-------------|-------------|----------------|
| <u>Name</u> | <u>Date</u> | <u>Subject</u> |
|-------------|-------------|----------------|

None at this time

**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. December 20, 2017 Regular Meeting Minutes (**Attachment #18-M-1-1**)
2. January 3, 2018 Reorganization Meeting Minutes (**Attachment #18-M-1-2**)
3. January 10, 2018 Work Session Minutes (**Attachment #18-M-1-3**)

**Roll Call:**

Erin Delgado

Michael Estrada

Karyn Gove, Vice Pres.

Robert Imhoff

Stephen Johnson

Alan Schwartz

Cindy Sharkey, President

**H. REPORTS TO THE BOARD**

● **Board President’s Report**

**a.) DISCUSSION ITEMS**

- 1 ) January 2018: School Board Recognition Month

Proclamation declaring January 2018 as School Board Recognition Month:

**WHEREAS**, The New Jersey School Boards Association has declared January 2017 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

**WHEREAS**, The High Bridge Board of Education is one of 586 local school boards in New Jersey that sets policies and oversees operations for public school districts; and

**WHEREAS**, The High Bridge Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

**WHEREAS**, New Jersey’s local school boards help determine community goals for the education of approximately 1.4 million children in pre-kindergarten through 12<sup>th</sup> grade; and

**WHEREAS**, New Jersey’s 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they

work with administrators, teachers and parents for the betterment of public education; and

**WHEREAS**, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

**WHEREAS**, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public’s expectations for the schools; and

**WHEREAS**, New Jersey can take pride in its schools, which rank among the nation’s best in indicators such as high school graduation rates, class size, college entrance exam participation, and Advanced Placement offerings and test scores. Now, therefore, be it

**RESOLVED**, That the High Bridge Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2018 as SCHOOL BOARD RECOGNITION MONTH; and be it further

**RESOLVED**, That the High Bridge Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children’s education.

2) 17/18 school calendar update due to recent snow days.

**b.) ACTION ITEMS**

1) **Appointment** of the Negotiation Committee Chair and Members to negotiate an agreement with the High Bridge Education Association.

- **Negotiations**  
Update

**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 following revised and/or new policies and regulations:  
(Attachment #18-SA-11-1)**

- P 0169.02 Board Member Use of Social Networks (New)
- P 3437 Military Leave Teaching Staff (Revised)
- P 4437 Military Leave Support Staff (Revised)
- R 5516.01 Student Tracking Devices (New)
- R 7101 Educational Adequacy of Capital Projects (Revised)
- P 7425 Lead Testing of Water in Schools (New)
- P & R 7440 School District Security (Revised)

- P & R 7441 Electronic Surveillance in School Buildings and on School Grounds (Revised)
- P 8630 Bus Driver / Bus Aide Responsibility (Revised)
- R 8630 Emergency School Bus Procedures (Revised)
- P 9242 Use of Electronic Signatures (New)

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

| Grade | Location  | Cost    | Cost incurred by |
|-------|---|---------|------------------|
| 8th   | McCarter Theater - Replacement Trip (inclement weather) | \$43.00 | Parent/Guardian  |

**Roll Call:**

- Erin Delgado
- Michael Estrada
- Karyn Gove, Vice Pres.
- Robert Imhoff
- Stephen Johnson
- Alan Schwartz
- Cindy Sharkey, President

**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 approve Brenda Krushinski as Middle School Yearbook Advisor (grades 5 to 8)** for the 2017-2018 school year for 50 hours at \$29.11 not to exceed \$1,455.50.
- b.) **Motion to appoint Gregory Hobaugh, Ed.D as School Safety Specialist** for the High Bridge School District.
- c.) **Motion to extend Timothy Tuttle’s** leave of absence to Monday January 29,2018.
- d.) **Motion to appoint Christopher Jones** as Public Agency Compliance Officer/ Record Custodian effective January 16, 2018
- e.) **Motion to approve the appointment of Christopher Jones**, Business Administrator/Board Secretary, as the District’s Temporary Qualified Purchasing from January 16, 2018 - June 30, 2018 and be approved to make purchases for the District in accordance with the provisions of statute as cited in 18A:18A-3 (establishment of bid threshold without a QPA of \$29,000; with a QPA of \$40,000.00), 18A:18A-4 (quoting requirements \$4,350 without a QPA or \$6,000.00 with a QPA), and such other aspects of 18A:18A as may apply to the procurement of equipment, materials, or services.

**f.) Motion to approve course reimbursement for the following:**

- i. **Robert Borkowski**
  - Course: Black Seal License - Low Pressure Boiler
  - College/University: WCCC
  - Semester: January 17 to March 21, 2018
  - Tuition: \$410.00

g.) **Motion to approve** the Superintendent to appoint the following positions pending ratification by the Board;

- Up to 2 paraprofessionals to assist students as per iep with the practices and performances of the drama club not to exceed 40 hours at a rate of \$10.00 an hour
- Up to 3 adult support personnel to assist with drama club during tech week and each performance. Tech week is March 19-22. The performances are March 23 and 24 at a rate of \$10.00 an hour not to exceed 52 hours.

e.) **Notice to the Superintendent** regarding the School Board’s intention to renew

**A RESOLUTION** regarding Dr. Gregory Hobaugh’s employment contract:

**BE IT RESOLVED:**

**WHEREAS**, the Employment Contract between Dr. Gregory Hobaugh and the Board requires written notification of the Board’s intention to renew no later than January 30, 2018; and

**WHEREAS**, the Board has determined that rather than renewing the Contract for another three-year term, it wishes to extend Dr. Hobaugh’s Contract for an additional year, which will require preparation and submission of a revised contract for approval by the Executive County Superintendent; and

**WHEREAS**, the Board also must provide at least 30 days advanced public notice prior to taking action on the revised contract, which cannot be accomplished before the contractually required January 30, 2018 notification deadline to the Superintendent; now therefore,

**BE IT RESOLVED** that the current Employment Contract shall not be renewed, but rather, the Board intends to offer a replacement Contract with a four-year term, commencing on July 1, 2015 and ending on June 30, 2019, subject to Dr. Hobaugh’s acceptance, County approval and adequate public notice and hearing. The Board Secretary is directed to promptly provide a copy of this resolution to Dr. Hobaugh.

**Roll Call:**

Erin Delgado  
Michael Estrada  
Karyn Gove, Vice Pres.

Robert Imhoff  
Stephen Johnson  
Alan Schwartz  
Cindy Sharkey, President

**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-1-1)**

|                 |                                       |                     |
|-----------------|---------------------------------------|---------------------|
| Check Register: | December 21, 2017 to January 16, 2018 | \$208,412.66        |
| Payroll         | December 21, 2017                     | \$226,975.03        |
| Payroll         | January 12, 2018                      | <u>\$232,424.06</u> |
|                 | Total                                 | \$667,811.75        |

**b) FINANCIAL REPORTS (Attachment #18-ER-12-2 (December) , Attachment #18-ER-12-4 (December)**

**Report of the Board Secretary and Treasurer’s Report for December 2017**

**Resolved**, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the month of December 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 December 2017 (Attachment #18-ER-12-6 )**

**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 December 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.

January 16, 2018

Christopher Jones, Business Administrator

**c) USE OF FACILITIES**

| Organization      | Start Date | End Date | Day / Times | Location |
|-------------------|------------|----------|-------------|----------|
| None at this time |            |          |             |          |

**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    |
|-----------------|---------------------------------------|--------------------|------------------|---------|----------------------------------|----------|
| Melissa Betz    | Instructional Rounds - Watchung Hills | 1/24/18            |                  | \$13.21 |                                  | \$31.21  |
| Sherry Kerr     | Conf. for Kindergarten Teachers       | 2/26/18 to 2/27/18 | \$419.00         | \$76.88 | \$10.00 (parking \$5.00 per day) | \$505.88 |
| Lisa Kerr       | Conf. for Kindergarten Teachers       | 2/26/18 to 2/27/18 | \$419.00         |         |                                  | \$419.00 |
| Ron Marinelli   | Asbestos Awareness                    | 2/16/18            | \$30.00          |         |                                  | \$30.00  |

**e) Special Education Medicaid Initiative (SEMI) Program Waiver**

**Motion to approve** the following resolution waiving participation in the Special Education Medicaid Initiative (SEMI) Program.

**WHEREAS**, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2018-2019 school year, and

**WHEREAS**, the High Bridge Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students.

**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education hereby authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2018-2019 school year.

Adopted:

f.) **Motion to approve** participation with Warren County Special Services for Coordinated Transportation for the 2018-2019 school year, if needed.

g.) **Motion to approve** the Preschool tuition rate at \$2,400.00 for the 2018-2019 school year.

h.) **Motion to approve** Extended School Year (ESY) to begin July 2, 2018 through August 9, 2018 for a total of 23 days. (July 4, 2018 program will be closed for the holiday).

j.) **Motion to approve** that the High Bridge Board of Education accepts the proposal for Health Benefits from Horizon BlueCross BlueShield of New Jersey as Health Insurance Carrier, effective March 1, 2018.



k.) **Motion to approve** that the High Bridge Board of Education approve Brown & Brown Benefit Advisors as Broker of Record for the Horizon BlueCross BlueShield of New Jersey Health Insurance plan, effective March 1, 2018.

l.) **Motion to approve** the following signatures on checks from the accounts maintained by the Board of Education:

|                        |  |
|------------------------|--|
| Current (General Fund) | President or Vice President, Board Secretary & Treasurer (3) |
| Capital Reserve        | President or Vice President, Board Secretary & Treasurer (3) |
| Maintenance Reserve    | President or Vice President, Board Secretary & Treasurer (3) |
| Agency                 | President, Board Secretary, or Treasurer (1)                 |
| Food Service           | President, Board Secretary, or Treasurer (1)                 |
| Payroll                | President, Board Secretary or Treasurer (1)                  |
| Unemployment           | President, Board Secretary or Treasurer (1)                  |
| Student Activity       | Principal and Board Secretary (2)                            |

m.) **Motion to approve** a grant check from Sustainable Jersey in the amount of \$2,000.00 for a Makerspace area.

n.) **Motion to approve** FKA Architects to develop bid documents and plans (Phase 1, Preliminary Phase = \$8,400, & Phase 2, Construction Documents Phase = \$16,700) for boiler replacement at a cost of \$25,100.00.

**Roll Call:**

Erin Delgado  
 Michael Estrada  
 Karyn Gove, Vice Pres.

Robert Imhoff  
 Stephen Johnson  
 Alan Schwartz  
 Cindy Sharkey, President

**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:

- December 20, 2017 Executive Session Minutes (**Attachment #18-ES-1-1**)
- January 10, 2018 Executive Session Minutes. (**Attachment #18-ES-1-2**)
- 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:**

|                        |                          |
|------------------------|--------------------------|
| Erin Delgado           | Robert Imhoff            |
| Michael Estrada        | Stephen Johnson          |
| Karyn Gove, Vice Pres. | Alan Schwartz            |
|                        | Cindy Sharkey, President |

**M. RECONVENE PUBLIC SESSION**

**N. ACTION ITEMS**

1. **Motion to approve** the December 20, 2017 Executive Session Minutes and the January 10, 2018 Executive Session Minutes.

**Roll Call:**

|                        |                          |
|------------------------|--------------------------|
| Erin Delgado           | Robert Imhoff            |
| Michael Estrada        | Stephen Johnson          |
| Karyn Gove, Vice Pres. | Alan Schwartz            |
|                        | Cindy Sharkey, President |

**O. ADJOURNMENT**