

# HIGH BRIDGE BOARD OF EDUCATION

## REGULAR MONTHLY MEETING

**MONDAY MARCH 19, 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 Monday March 19, 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	Alan Schwartz
Karyn Gove, Vice Pres.	Cindy Sharkey, President

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

### D. PRESENTATION ITEMS AND RECOGNITION ITEMS

1. **Motion to approve** a resolution in honor of **Steven Johnson** for his service as Board Member. (**Attachment #1: Johnson**)
2. A great big thank you to Bonnie Plants for donating cabbage plants to our 3rd grade students.

#### 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	41	-		-	41
2	2	31	-		-	31
3	2	39	1		-	40
4	2	42	-		-	42

<b>Elementary School Total</b>						205
<b>5</b>	2	42	-		-	42
<b>6</b>	2	51	-		-	50
<b>7</b>	2	38	1	1	1	42
<b>8</b>	2	37	1		-	38
<b>Middle School Total</b>						172
<b>District Total</b>	21	372	3	1	1	377

- Staff Attendance for February 2018 (**Attachment #2: February Attendance**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents
  - One Investigation - March 5 - parent filed - not founded
- Superintendent Update

**School Business Administrator’s Report**

**1. General Information Items**

- a. Tentative Budget submission due to the county on March 29, 2018
- b. Health Benefits Update

**2. Vandalism Report**

- a. There was no vandalism to report.

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

**E. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Borough of High Bridge	3/8/18	Amending Official City Zoning <b>(Attachment #3: Zoning)</b>

**F. 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.

**G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

- 1. February 26, 2018 Regular Meeting Minutes (**Attachment #4: Minutes 2-26-18**)
- 2. March 12, 2018 Work Session Meeting Minutes (**Attachment #5: WS Minutes 03-12-18**)

Board President calls for a motion and a second to approve G1 to G2:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Erin Delgado				
Michael Estrada				
Karyn Gove				
Robert Imhoff				
Alan Schwartz				
Cindy Sharkey				

**H. REPORTS TO THE BOARD**

- **Board President’s Report**

- Schedule Tentative Budget Approval Meeting must be between March 26 to 28, 2018. Budget is due to the Hunterdon County Office March 29, 2018.
- April Board Meeting will need to be moved to Tuesday, April 24th. As the statute stats that the public hearing for the 18-19 budget must be between April 24 and May 7, 2018.
- Discuss rescheduling May Meetings to Work Session May 7, 2018 and Board Meeting May 14, 2018. Due to notification of staff renewal on May 15, 2018.

- **Negotiations**  
Update

**I. ACTION ITEMS**

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

a.) **Motion to approve** the revised 2017-2018 school calendar as presented. (**Attachment #6: Revised 17/18 Calendar**)

b.) **Motion to approve** the following dates and times for the Middle School play performance

Thursday March 22 at 6:30 pm

Friday March 23 at 7:00 pm

Saturday March 24 at 2:00 pm

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

Grade	Location	Cost	Cost incurred by
3rd Grade	DaVinci Science Center	\$22.50	Parent / Guardian
4th Grade	State Capitol	\$14.50	Parent / Guardian
4th Grade	Hall of Records	\$5.00	Parent / Guardian
2nd Grade	Echo Hill	\$14.25	Parent / Guardian

Board President calls for a motion and a second to approve items 1a-1c:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Erin Delgado				
Michael Estrada				
Karyn Gove				
Robert Imhoff				
Alan Schwartz				
Cindy Sharkey				

**2. HUMAN RESOURCES – Personnel, Management and Community Relations**

- a.) **Motion to approve** Kevin Vitale as the Baseball Coach at a stipend of \$1,264.00.
- b.) **Motion to approve** Rich Kolton for overnight stipend for supervising 8th grade Lock In at the rate of \$125.00.
- c.) **Motion to approve** the following staff for Kindergarten Orientation on April 25.

Name	Hours / Rate	Total
Lisa Kerr	2 hours @ \$29.11 per hour	\$58.22
Sherry Kerr	2 hours @ \$29.11 per hour	\$58.22
Melissa Patane-Schulter	2 hours @ \$29.11 per hour	\$58.22

- d.) **Motion to approve Lisa Kerr** as a volunteer softball assistant for the Spring of 2018.
- e.) **Motion to approve** a leave of absence beginning March 29, 2018 in accordance with FMLA utilizing sick 5 days to **Judy Rogers**, with a anticipated return date of May 29, 2018.
- f.) **Motion to approve Kim Terzuolo** as cooperating teacher for Jenna Finnis, TCNJ Student as a Student Teaching placement from March 12, 2018 to May 4, 2018.
- g.) **Motion to approve Lauren Richardson** as cooperating teacher for Dominique Trepiccione, Fairleigh Dickinson University Student as a Student Teaching placement March 19, 2018 to May 11, 2018.
- h.) **Motion to approve Jana Brown** to replace Heidi Miller as 1:1 Chaperone for the Middle School Dance held on March 9, 2018 at a rate of \$72.53.
- i.) **Motion to approve** course reimbursement for the following:
  - i. **Heidi Miller**
    - Course: Ethics for Behavior Analysis
    - College/University: Rutgers University
    - Semester: May 2018 to July 2018
    - Tuition: \$2,106.00

- j.) **Motion to approve Heidi Miller** to attend the 8th grade Lock-In from 9:00 pm to 11:00 pm as a 1:1 Chaperone per an IEP at a rate of \$72.53.
- k.) **Motion to approve Heidi Miller** as 1:1 aid per IEP for Tech week to to exceed 4 hours at a rate of \$29.11 per hour.

Board President, based upon the recommendation of the superintendent, calls for a motion and a second to approve 2a-2k:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Erin Delgado				
Michael Estrada				
Karyn Gove				
Robert Imhoff				
Alan Schwartz				
Cindy Sharkey				

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

**a) PAYMENT OF BILLS**

**Audit of Invoices**

- i. **Approve** invoices for Current Expenses in the following amounts:

**(Attachment #7: Check Journal)**

Check Register:	February 27, 2018 - March 20, 2018	\$ 97,087.96
Payroll	February 28, 2018	\$230,491.67
Payroll	March 15, 2018	<u>\$234,602.87</u>
	Total	\$562,182.50

**b) FINANCIAL REPORTS**

**Line Item Transfers for January 2018 (Attachment #8: 01 2018 Transfer Report - Signed) and February 2018 (Attachment #9: 02 2018 Transfer Report - Signed)**

Resolved, that the Board of Education approve the budget transfers as listed in the attachment.

**c) USE OF FACILITIES**

Organization	Start Date	End Date	Day / Times	Location
Troop #80912 sponsored Craft Club	* 4/12/18	6/14/18	Thursday 3:15 to 4:15	Elementary School

\* Start date may change to April 5, 2018 due to possible 17/18 calendar revisions

**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

Gregory Hobaugh	School Safety Specialist Training	6/25 to 6/28	0	\$89.03	0	\$89.03
Courtney Shiffman	Arts Integration	3/7/18	\$20.00	0	0	\$20.00

**e) TENTATIVE BUDGET**

The Board selects \_\_\_\_\_ %

<b>0% INCREASE</b>	<b>2% \$116,000</b>	<b>3% 174,000</b>	<b>4.2% \$245,000</b>	<b>5.1% \$295,000</b>
- No new services - No reserve funding - District would have to cut <b>three and a half teaching positions</b>  One teacher= \$70,000	<b>- New Math Series</b> - No dedicated reserve funding - Covers \$90,000 for benefit increases - Short \$59,000 for salary increases - Short \$70,000 retirement payout - District would have to cut <b>two and a half teaching positions</b>	- New Math Series - No dedicated reserve funding - Covers benefit and salary increases - Cover part of retirement payouts - District would have to cut <b>one and a half teaching positions</b>	- New Math Series - No dedicated reserve funding - Covers benefit and salary increase - Covers retirement payouts - Cut <b>one teaching position</b>	- New Math Series - No dedicated reserve funding - Covers benefits and salary increases - Covers retirement payouts - No staffing cuts
<b>5.5% \$320,000</b>	<b>5.7% \$330,000</b>	<b>6.2% \$361,000</b>	<b>6.3% \$366,000</b>	<b>%6.9 \$400,000</b>
<b>- Paraprofessional pay increase</b> - New math series - No dedicated reserve funding - Covers benefits and salary increases - Covers retirement payouts - No staffing cuts	<b>- BBBA-ABA Contracted services</b> - Paraprofessional pay increase - New Math series - No dedicated reserve funding - Covers benefits and salary increases - Covers retirement payouts - No staff cuts	<b>- Part time-Media Specialist</b> - BBBA-ABA Contracted services - Paraprofessional pay increase - New Math series - No dedicated reserve funding - Covers benefits and salary increases - Covers retirement payouts - No staff cuts	<b>- Increase for support staff</b> - Part time-Media Specialist - BBBA-ABA Contracted services - Paraprofessional pay increase - New Math series - No dedicated reserve funding - Covers benefits and salary increases - Covers retirement payouts - No staff cuts	<b>- Additional expenses</b> - Legal expenses \$15,000 - Workshops \$10,000 - Cafeteria Fee \$10,000

**f) MIDDLE SCHOOL STRUCTURAL SUPPORT PROJECT**

Bid Responses were opened on Tuesday, March 13, 2018 at 11:00 AM at the Business Office in the Elementary School. Christopher Jones and Gregory Hobaugh were present. The following are the results:

	CR Construction	Iron Hills Construction
Base Bid	\$490,000	\$439,000

**Motion to award** to Iron Hills Construction for the Base Bid amount of \$439,000.

g) **Motion to approve** contract with Ameriflex for COBRA Administration in the amount of \$600. **(Attachment #10: COBRA)**

h.) **Motion to approve** a FBA (Functional Behavioral Assessment) for student ID #200935 not to exceed 15 hours at a rate of \$150.00 per hour, totaling \$2,250.00.

i.) **Motion to approve** FKA Architects to develop a Comprehensive Facilities Maintenance Report which will include proposed Maintenance and Capital Improvement Projects at a cost of \$12,900.00. This amount was previously approved for \$12,000 in error.

Board President calls for a motion and a second to approve 3a-3i:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Erin Delgado				
Michael Estrada				
Karyn Gove				
Robert Imhoff				
Alan Schwartz				
Cindy Sharkey				

**J. NEW BUSINESS**

**K. 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.

**L. EXECUTIVE/CLOSED SESSION**

Board President calls for a motion \_\_\_\_\_ and a second \_\_\_\_\_, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- HIB Appeal Hearing
- February 26, 2018 Executive Work Session Minutes
- March 12, 2018 Executive Session Minutes
- Personnel
- Litigation
- Paraprofessional Contract
- 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.

**M. RECONVENE PUBLIC SESSION**

Board President calls for a motion \_\_\_\_\_ and a second \_\_\_\_\_ to reconvene public session.

**N. ACTION ITEMS**

1. **Motion to approve** the March 12, 2018 Executive Working Session Minutes (**Attachment #11 - ES Minutes 03-12-18**) and the February 26, 2018 Executive Minutes (**Attachment #12- ES WS Minutes 02-26-18**).

Board President calls for a motion and a second, to adopt the following:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Erin Delgado				
Michael Estrada				
Karyn Gove				
Robert Imhoff				
Alan Schwartz				
Cindy Sharkey				

**O. ADJOURNMENT**

Board President calls for a motion \_\_\_\_\_ and a second \_\_\_\_\_ to adjourn meeting.