

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, MAY 14, 2018**

1. 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 May 14, 2018, in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829. Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL by Christopher Jones, Board Secretary

Erin Delgado	Robert Imhoff
Michael Estrada	Alan Schwartz
James Garner	Cindy Sharkey, President
Karyn Gove, Vice. Pres.	

Additional Members Present: Dr. Gregory Hobaugh, Superintendent

Christopher Jones, Business Administrator/Board Secretary

4. PRESENTATION & RECOGNITION ITEMS

4.1. Request a motion to present Christian Ventura, with a Certificate of Achievement for his 1st place in the district and Grand Prize 2018 County Junior Historian for his writing in the 2018 Historic Place Contest.

4.2. Request a motion to present Sky Bueb-Karp, with a Certificate of Achievement for her placing 2nd in the district for her writing in the 2018 Historic Place Contest.

4.3. Request a motion to present the following students with a Certificate of Achievement for their Honorable Mentions with their writing in the 2018 Historical Place Contest.

4.3.1. Aedan Dorwart

4.3.2. Ashley Krushinski

4.3.3. Bella Sahulka

4.3.4. Chloe Sahulka

4.4. Request a Motion to present 10 Girls on the Run participants along with their coaches Kim Terzuolo and Jenn Komoroski, with a Certificate of Achievement for their successful completion of a 5k race and the GOTR Program.

4.5. High Bridge Historic Hike Collaborate Project Presentation

4.6. Panasonic Eco Citizenship Project Contest Presentation

4.7. Wellness Committee Presentation

4.8. Superintendent’s Report

4.8.1. Information Items:

2017-2018 Enrollment

Grade	# of Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	23	-		-	23
K	2	31	-		-	31
1	2	41	-		-	41
2	2	31	-		-	31
3	2	39	1		-	40
4	2	42	-		-	42
Elementary School Total						208
5	2	43	-		-	43
6	2	51	-		-	51
7	2	37	1	1	1	40
8	2	36	1		-	37
Middle School Total						171
District Total	21	374	3	1	1	379

4.9. School Business Administrator’s Report

4.9.1. General Information Items

4.9.1.1. Email backup and internet filtering

4.9.2. Vandalism Report - There was no vandalism report

5. REVIEW OF OFFICIAL CORRESPONDENCE

6. 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.

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

- 7.1. April 24, 2018 Regular Meeting Minutes (**Attachment: 1 - 4/24/18 BOE Meeting Minutes**)
- 7.2. May 7, 2018 Work Session Meeting Minutes (**Attachment: 2 - 5/7/18 Work Session Minutes**)

Board President calls for a motion and a second to approve 7.1.:

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

8. REPORTS TO THE BOARD

8.1. Board President’s Report

9. ACTION ITEMS

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

- 9.1.1. **Motion to acknowledge** the list of eighth grade students eligible for promotion to ninth grade. (**Attachment: 3 - 8th Grade Students**)
- 9.1.2. **Motion to approve** a Summer Instrumental Music Program to be offered for students entering grades 4-9 to run on Wednesdays and Thursdays from July 16, 2018 through August 17, 2018, to be held in the Elementary School. Fee for this program will be \$64.00 for four (4) 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.
- 9.1.3. **Motion to approve** an Extended School Year program for special education students in accordance with their Individualized Education Program, to run from July 2, 2018 through August 9, 2018 from 9:00 a.m. – 12:00 p.m., Monday through Thursday at the Elementary School for a total of twenty-two (23) days.
- 9.1.4. **Motion to approve** field trip to Kingwood Township School to attend the Solar Car Races at cost of \$395.00 for transportation.

9.2. Human Resources - Personnel, Management & Community Relations

- 9.2.1. **Motion to approve** course reimbursement for the following:
 - 9.2.1.1. **Brittany Horvath**
 - Course: Curriculum Development & Evaluation
 - College/University: Centenary University
 - Semester: May 2018 to June 2018
 - Tuition: \$1,756.80

9.2.1.2. Jemma Buccine

- Course: Psychology of Learning
- College/University: Rutgers University
- Semester: Jan 2018 to May 2018
- Tuition: \$2,106.00

9.2.1.3. Jemma Buccine

- Course: Cooperative & Collaborative Learning
- College/University: Rutgers University
- Semester: May 2018 to July 2018
- Tuition: \$2,106.00

9.2.1.4. Katie Franks

- Course: Management of Educational Finance
- College/University: Kean University
- Semester: May 2018 to July 2018
- Tuition: \$2,106.00

9.2.1.5. Katie Franks

- Course: Computer Applications in Ed. Admin
- College/University: Kean University
- Semester: July 2018 to August 2018 (*2018-2019 fiscal year*)
- Tuition: \$2,106.00

9.2.1.6. Carla Nowell

- Course: Supervised Practicum Reading
- College/University: Centenary University
- Semester: July 2018 to August 2018 (*2018-2019 fiscal year*)
- Tuition: \$1,359.00

9.2.1.7. Motion to approve the following staff members to attend functions as listed:

Staff Member	Event	Hours	Total
Megan Roth	Washington DC	overnight (3)	\$285.00
Jemma Schraeder - Buccine	Washington DC	overnight (3)	\$285.00
Carla LaTorre	Washington DC	overnight (3)	\$285.00
Coleen Conroy	Washington DC	overnight (3)	\$285.00
Carl Katzenberger	Washington DC	overnight (3)	\$285.00
Richard Kolton	Washington DC	overnight (3)	\$345.00
Gregory Hobaugh	Washington DC	overnight (3)	\$345.00
Katherine Morello	Washington DC	overnight (3)	\$315.00
		+ days (3)	\$315.00
		Total	\$630.00
Nicole DiGeronimo	Elementary School Concert	Event	\$72.53
Lynn Hughes	Elementary School Concert	Event	\$72.53
Spencer Fader	Elementary School Concert	Event	\$72.53
Lisa Kerr	Elementary School Concert	Event	\$72.53
Heidi Miller	Middle School Concert - per IEP	Event	\$72.53
Jana Brown	Middle School Concert	Event	\$72.53
Mary Raefski	Middle School Concert	Event	\$72.53
Heidi Miller	Dinner Dance - per IEP	Event	\$72.53

9.2.2. Motion to approve the employment and salary for the 2018 Special Education Extended Summer Program Personnel as follows:

ESY SUBSTITUTES:		
Mary Raefski	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Lauren Richardson	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Lisa Kerr	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Patti Palmer	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
TBA	Substitute Teacher/Aide 8:45-12:15	Sub Aide - \$10/hour Sub Teacher - \$70/day
Bonnie Adair	Substitute Nurse 9:00-12:00	\$120/day
Katy Morello	Substitute Nurse 9:00-12:00	\$120/day

ESY THERAPISTS:		
Allison Peck	Physical Therapist	Per Contract
Therapeutic Intervention	Occupational Therapist	Per Contract
Joan Murray	Speech/Language Therapy	\$2500 cap
Denise Cathro	Speech/Language Therapy	\$2500 cap

NAME	POSITION	SALARY
Donna Brown	ABA/Behavioral Support Teacher (Grades PS-6)	\$90/day for 23 days (\$2070)
Barbara Mann	PSD Teacher	\$90/day for 23 days (\$2070)
Dominique Trepiccione	1:1 Aide, PSD, 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Nicole Di Geronimo	1:1 Aide, PSD, 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Marissa Monaco	Aut/BD Teacher – ES	\$90/day for 23 days (\$2070)
Gianna Crotty	1:1 Aide, Aut-ES Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Tina Crotty	1:1 Aide, Aut-ES Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Samantha Fallon	1:1 Aide, Aut-ES Class 8:45-12:45	\$35/day for 23 days (\$805) (3.5 hrs/day)
Christin Cosgrove	Elementary Resource Center Teacher	\$90/day for 23 days (\$2070)
Jillian Murray	Class Aide	\$35/day for 23 days (\$805) (3.5 hrs/day)
Nicole Locorotondo	Resource Center/MD Teacher (Gr.5-8)	\$90/day for 23 days (\$2070)
James Davidson	Class Aide, Resource Center-MS	\$35/day for 23 days (\$805) (3.5 hrs/day)
Nicole Tryon	1:1 Aide, MS RC/MD Class	\$35/day for 23 days (\$805) (3.5 hrs/day)
Heidi Miller	Aut/BD Teacher – MS (Gr. 4-7)	\$90/day for 23 days (\$2070)

Ernie Monaco	1:1 Aide, BD-MS Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Erica Buckley	1:1 Aide, Aut-ES Class 8:45 – 12:15	\$35/day for 23 days (\$805) (3.5 hrs/day)
Jill DeFederico	1:1 Aide, Aut-MS Class (Holland Twp)	Paid by sending district
Lynn Gresko	Nurse 9:00-12:00 ,7/2-7/5; 7/23 & 7/24	\$120/day for 23 days (\$2760)
Nicole Cahill	Nurse 9:00-12:00 7/9-12; 7/16-19; 7/25; 7/30-8/2; 8/6-9	\$120/day for 23 days (\$2760)

9.2.3. Motion to approve the summer employment of Child Study Team members for summer referrals as follows:

CHILD STUDY TEAM SUMMER – Evaluations/Case Management			
Thea Anaston	Evaluations	Per contract	\$1800 cap
Jackie Carruthers	Evaluations	Per contract	\$2100 cap
Megan Roth	Evaluations / Case Management	Per contract	\$3500 cap
Denise Cathro	Evaluations / Case Management	Per contract	\$1750 cap
Joan Murray	Speech/Language Evaluations	Per contract	\$1750 cap
Lee Rozycki	CST Secretary	Per contract	\$3600 cap
ESC	CST Therapy/Evaluations (as needed)	Per contract	(see above caps)

School Based ABA Instruction Program		
Marissa Monaco	Write ABA program/behavior plans; Analyze data; Adjust; Graph: Monitor Social Skills	\$2500 cap

Wilson Reading Program - Direct Instruction		
Kim Terzuolo	Wilson Trained Provider	\$1600 cap

9.2.4. Motion to approve payment to Teachers for their attendance at Summer IEP Meetings and Transition meetings based on their hourly rate with a total \$2,500 cap.

9.2.5. Motion to approve Lisa Kerr and Sherry Kerr to conduct Kindergarten Assessments at a rate of \$29.11 not to exceed 17 hours each for a total of \$494.87 each.

9.2.6. Motion to amend/approve the start date for employment of summer custodial staff from June 19, 2017 to June 16, 2017 (through August 31, 2017).

Name	Hours	Rate
Michael Doerwang - <i>July 2 start date</i>	8 hrs/day x 4 days/wk	\$13.00
Justin Baranek - <i>June 18 start date</i>	8 hrs/day x 4 days/wk	\$13.00
Heather Trepiccone - <i>June 18 start date</i>	8 hrs/day x 4 days/wk	\$13.00
Justin Mure - <i>June 11 Start Date</i>	8 hrs/day x 4 days/wk	\$13.00

9.2.7. Motion to reappoint tenured certificated staff members for the 2018-2019 school year as listed on **Attachment: 3.1 - 18-19 All Staff Reappointments.**

- 9.2.8. **Motion to reappoint** the certificated staff members earning tenure during the 2018-2019 school year as listed on **Attachment: 3.1 - 18-19 All Staff Reappointments.**
- 9.2.9. **Motion to reappoint** non-tenured certificated staff members for the 2018-2019 school year as listed on **Attachment: 3.1 - 18-19 All Staff Reappointments.**
- 9.2.10. **Motion to appoint** custodial staff, for the 2018-2019 school year as listed on **Attachment: 3.1 - 18-19 All Staff Reappointments.**
- 9.2.11. **Motion to appoint** cafeteria aides for the 2018-2019 school year as listed on **Attachment: 3.1 - 18-19 All Staff Reappointments.**
- 9.2.12. **Motion to reappoint** support staff non-association members for the 2018-2019 school year as listed on **Attachment: 3.1 - 18-19 All Staff Reappointments.**
- 9.2.13. **Motion to reappoint** support staff association members for the 2018-2019 school year as listed on **Attachment: 3.1 - 18-19 All Staff Reappointments.**
- 9.2.14. **Motion to reappoint** administrative staff members for the 2018-2019 school year as listed on **Attachment: 3.1 - 18-19 All Staff Reappointments.**
- 9.2.15. **Motion to appoint** Treasurer of School Monies as listed on **Attachment: 3.1 - 18-19 All Staff Reappointments.**
- 9.2.16. **Motion to approve** the Superintendent to appoint staff during the months of July and August, 2018, subject to ratification by the Board of Education at its regular meeting in August, 2018.

9.3. Educational Resources - Finance and Facilities

9.3.1. Payment of Bills

Audit of Invoices (Attachment: 4 - Bill list 5.14.18)

Approve invoices for Current Expenses in the following amounts:

Check Register	April 26 - May 14, 2018	\$101,537.79
Payroll	April 30	<u>\$223,279.55</u>
	Total	\$324,817.34

9.3.2. Financial Reports (Attachment # 5 - TBD)

Report of the Board Secretary and Treasurer's Report for April 2018

Resolved, that the Board of Education accept the Board Secretary's and Treasurer's Financial Reports for the month of April 2018 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.

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 April 2018, 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.

May 14, 2018

Christopher Jones
Business Administrator

9.3.3. Transfer Report (Attachment: 6 - 04 2018 Transfer Report - Signed)

9.3.4. 2018-2019 Tuition Rates

Approve the following tuition rates:

Special Education:

Multiple Disabled/Emotionally Disabled/Autistic	\$37,826.00
Resource Room	\$36,347.00
Preschool Disabled	\$31,587.00
Summer ESY Multiple Disabled/Emotionally Disabled	\$ 4,498.00
Summer ESY Resource Center	\$ 4,322.00
Summer ESY Preschool	\$ 3,756.00

9.3.5. Tuition Student Acceptance -

Motion to accept the following student for the Extended School Year Program (BD Autistic Program) on a tuition basis:

Student #8717028079 from District - Holland Township

Tuition \$4,498.00, Aide contracted by Holland with ESC

9.3.6. Out of District Placement (Attachment 7 - TBD)

Resolved that the Board of Education approves a contract for:

Student # 6392975006 at New Roads School, Somerset County

ESY Costs:

Tuition- \$8,753.40

Student # 6392975006 at New Roads School, Somerset County

2018-2019 School Year Costs:

Tuition-\$52,520.40

9.3.7. Approval of Professional Services – Motion to approve the following appointments:

WHEREAS, there exists a need for auditing services, architectural services, legal services, occupational services, physical therapy services, and,

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

NOW THEREFORE, BE IT RESOLVED by the High Bridge Board of Education as follows:

9.3.7.1. Nisivoccia, Mt. Arlington, New Jersey is appointed for auditing and accounting services from July 1, 2018 - June 30, 2019 with billing rates as follows:

Annual Audit Services	\$21,500
-----------------------	----------

9.3.7.2. FKA Architects, Oakland, New Jersey, is appointed for architectural services from July 1, 2018 - June 30, 2019 at the following rates:

- Principal \$ 175/hour
- Associate \$145/hour
- Project Manager \$110/hour
- Job Captain \$100/hour
- CAD Draftsperson \$80/hour
- Clerical \$60/hour

- 9.3.7.3.** The firm of Busch Law Group, LLC, Metuchen, New Jersey, as Board Attorneys from July 1, 2018- June 30, 2019 at \$165 for partners and counsel, \$145 for associates, and \$100 for paralegals an hour.
- 9.3.7.4.** Robin Ballard of Schenck, Price, Smith & King, LLC, Florham Park, New Jersey, as Special Counsel from July 1, 2018- June 30, 2019 at an hourly rate of \$170 and associates at \$165 an hour.
- 9.3.7.5.** Nancy Lenahan of Therapeutic Intervention, Inc., is appointed for Occupational Therapy Services at the following rates:
 In District OT Services \$91.50/hour
 Home Based Therapy \$105/hour
 Evaluations \$375/hour
- 9.3.7.6.** Greenbrook Family Medicine is appointed for School Physician Services at the following rates:
 Hepatitis B vaccines \$45/vaccine dose
 Student Drug testing (7 drug/alcohol/ecstasy) @ \$80/incident
 Employee Influenza vaccines are billed to the employee’s insurance or paid by the employee. Part time/substitute employee pre-employment mantoux testing is \$25/employee to be paid by the employee.
- 9.3.7.7.** Scarinci, Hollenbeck, LLC, Lyndhurst, New Jersey, as Negotiations Counsel from July 1, 2018- June 30, 2019 at an hourly rate of \$165, associates at \$160 and paralegals at \$100 an hour.

These appointments are made without competitive biddings as “Professional Services” under the provisions of N.J.S.A. 40:11-1 et. seq. because such services are recognized professions licensed and regulated by law not allowing for competitive bids.

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in The Hunterdon Democrat as required by law, within ten (10) days of its passage, stating its nature, duration, service and amount, and that the resolution and contract are on file in the business office.

9.3.8. Motion to approve the following use of facilities request:

Organization	Start Date	End Date	Day / Times	Location
High Bridge Borough	7/9/18	7/20/18	M-F 9am - 1pm	ES outdoor grounds

9.3.9. 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
Christopher Jones	NJASBO Conference	6/5 - 6/8/18	\$275.00	\$38.44	\$435.53	\$748.97
Gregory Hobaugh	Legal Meeting	6/1/17		\$24.49		\$24.49

9.3.10. FINAL BUDGET APPROVAL

BE IT RESOLVED that the Board of Education hereby approves the following resolution approving the 2018-2019 Final Budget:

General Operating Expense	\$8,714,008
Miscellaneous Revenue	\$162,428
Special Revenue Grant	\$137,128
Repayment of Debt	\$526,935
Total Expenditures:	\$9,485,199

9.3.11. YEAR END CLOSING

Motion to authorize the Business Administrator, as claims auditor, to review and make payment on bills incurred during July 2018. Bill List to be ratified at the next scheduled meeting of the Board.

Board President calls for a motion and a second to approve 9.:

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

10. NEW BUSINESS

11. 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.

12. 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:

- Negotiations
- Litigation
- Personnel

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.

13. RECONVENE PUBLIC SESSION

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

14. ACTION ITEMS

- 14.1. Motion to approve** the April 24, 2018 (**Attachment: 8 - 04 24 18 Executive Minutes**) and May 7, 2018 Executive Working Session Minutes (**Attachment: 9 - 05 07 18 WS Executive Minutes 1 of 2 and 9.1 - 05 07 18 WS Executive Minutes 2 of 2**)

Board President calls for a motion and a second to adopt.:

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

15. ADJOURNMENT

Board President calls for a motion _____ and a second _____ to adjourn the meeting.