

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

WEDNESDAY, OCTOBER 11, 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, October 11, 2017, in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829. Formal action will be taken if needed.

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. A big thank you to the Black Family for the donation of a ping pong table for the Middle School. Thank you again for your generosity!
2. Presentation of PARCC by Gregory Hobaugh, Ed. D.
3. Nisivoccia Auditors presentation of the financial records for the year ending June 30, 2017.

Roll Call:

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

1. **Superintendent’s Report**
 - a. **INFORMATION ITEMS:**
 - 2017-2018 Enrollment

Grade	# of Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	15	-		-	15
K	2	37	-		-	37
1	2	42	-		-	42
2	2	32	-		-	32
3	2	40	1		-	41
4	2	44	-		-	44
Elementary School Total						211
5	2	42	-		-	42
6	2	50	-		-	50
7	2	35	1	1	1	38
8	2	35	1		-	36
Middle School Total						166
District Total	21	372	3	1	1	377

- Monthly Report on Harassment, Intimidation, and Bullying Incidents
No incidents as of 10/11/17
- Superintendent Update

2. **School Business Administrator’s Report**
 - a. **General Information Items**
 - Attended additional training for ESSA reporting requirements
 - ASSA reporting due October 11th, which affects State Aid
 - 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>
Judy LaGreca	10/9/17	Health Benefits Letter #1(Attachment #18-C-10-1)
Judy LaGreca	10/10/17	Health Benefits Letter #2(Attachment #18-C-10-2)

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. September 27, 2017 Regular Meeting Minutes (**Attachment #18-M-10-1**)
2. October 4, 2017 Work Session Minutes (**Attachment # 18-M-10-2**)

Roll Call:

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

H. REPORTS TO THE BOARD

The full board met on Wednesday October 4, 2017 for a work session pertaining to Health Benefits.

Board President’s Report

Roll Call:

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

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 class trips and transportation:**

Grade	Location	Cost	Cost incurred by
Kindergarten	West Portal Pumpkin	\$18.75	Parent/Guardian
Grade 6	American Museum of Natural History	\$47.00	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:

Motion to approve Matthew Krisantis as a substitute custodian at \$11.00 per hour.

Motion to approve Brianna Waldmann, Providence College student. Her major is Psychology and minor is Education, to observe in a special education classroom.

Motion to approve Rebecca O’Connell, Rider University Elementary Student to observe Karin Weikert’s classroom in October and November.

Motion to revise and approve Gregory A. Hobaugh’s Merit Goals for 2017-18

1. Qualitative Goal #1 – Long Term Planning - Develop a technology plan to identify future needs and establish goals to support student achievement. Amount \$3,329 **(Attachment #18-P-10-1)**
2. Qualitative Goal #2 – Long Term Planning - Evaluate roles and responsibilities to develop an accurate reflection of human resources capacity and identify needs. Amount \$3,329 **(Attachment #18-P-10-2)**
3. Quantitative Goal #1 – Staff Effectiveness / Student Achievement - 90% of students in grades five and six will demonstrate growth in ELA on research based assessments. Amount: \$4,334 **(Attachment #18-P-10-3)**
4. Quantitative Goal #2 - Staff Effectiveness / Student Achievement - 90% of students in grades five and six will demonstrate growth in Math on research based assessments. Amount: \$4,334 **(Attachment #18-P-10-4)**

Roll Call:

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

3. EDUCATIONAL RESOURCES – Finance and Facilities

a) PAYMENT OF BILLS*

Audit of Invoices

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

(Attachment #18-ER-10-1)

Check Register:	September 28, 2017 to October 11, 2017	\$ 21,339.65
Payroll	September 29, 2017	<u>\$249,053.32</u>
	Total	\$270,392.97

b) Motion to approve soft drink and coffee sales to district staff from the Pre-Vocational Autistic and Behavioral Disabilities Programs at the Elementary and Middle Schools. Profits will go back into the program to replenish the drinks, maintain Coverp Cafe, and supply additional items to be made and sold to provide student behavioral incentives and to further enhance Life Skills while expanding the program’ pre-vocational activities, in preparation for Pre-Community Based Instruction (CBI) and Field Experience.

c) PARTICIPATION IN THE NEW JERSEY CLEAN ENERGY PROGRAM’S DIRECT INSTALL PROGRAM AND AUTHORIZATION FOR CERTAIN ACTIONS NECESSARY FOR IMPLEMENTING THE PLANS (Attachment #18-ER-10-2 & #18-ER-10-3)

WHEREAS the Board of Education of High Bridge in the County of Hunterdon, New Jersey (the “Board of Education” or the “School District”) previously decided to investigate implementation of an energy savings project and participated in NJ Clean Energy Program’s (NJCEP) Local Government Energy Audit (LGEA) to conduct energy audits of the School District facilities, and delivered to this Board of Education energy audit reports with respect to the School District facilities; and

WHEREAS the Board of Education determined to develop and implement a Direct Install (DI) program, and selected CMC Energy to develop an Energy Assessment Tool (EAT) and apply for NJCEP incentives; and

WHEREAS CMC Energy has developed the EAT for the proposed DI project at each school and submitted the EATs at this meeting; and

WHEREAS upon verification and receipt of NJCEP approval, CMC Energy will install the approved Energy Conservation Measures (EMC) and submit all invoices for Board approval; and

WHEREAS the NJCEP Direct Install Program will pay 70% of each projects' cost (\$139,511.01) directly to CMC Energy as a State-approved DI contractor; and

WHEREAS the High Bridge Board of Education will pay the 30% balance of the projects' costs (\$59,790.43) to CMC Energy; and

WHEREAS, by future action, The Board of Education expects to determine whether to leverage the energy savings delivered by the DI program into an Energy Savings Improvement Program (ESIP); and

WHEREAS the Board of Education wishes to authorize the actions necessary to further the implementation of the energy savings and the application for the incentives available for reduction of the costs of the program; Now, Therefore,

BE IT RESOLVED BY THE BOARD OF EDUCATION OF HIGH BRIDGE IN THE COUNTY OF HUNTERDON, NEW JERSEY AS FOLLOWS:

Section 1. The Energy Assessment Tool for the Elementary and Middle Schools are hereby approved and adopted, subject to verification by the New Jersey Clean Energy Program (NJCEP), in substantially the form set forth at this meeting with such insubstantial changes as may be required by the NJCEP and approved by the School Business Administrator/Board Secretary.

Section 2. CMC Energy, LLC. is hereby authorized to submit the EATs to the NJCEP for review and approval.

Section 3. The Board President, the Superintendent of Schools, the School Business Administrator/Board Secretary, and other appropriate representatives of the Board of Education (the "Board Representatives") are hereby authorized to submit any educational plans to the extent required and the schematic plans for the improvements necessary for the Plans (the "Projects"), and such other information as may be required, to the State Department of Education for approval and to make application to the Commissioner of Education for approval of such plans and each of the Projects as an "other capital project" and, if necessary, any required amendment to the long-range facilities plan, in accordance with the requirements of N.J.A.C. 6A:26-3.1, N.J.A.C. 6A:26-3.12, N.J.A.C. 6A:26-2.3 and 6A:26-2.1(f).

Section 4. The Board Representatives are hereby authorized to take all steps necessary to implement this resolution. The Board President, School Business Administrator/Board Secretary or other Board Representative are authorized and directed to execute all such applications necessary for the implementation of this resolution, the Plan and the Projects.

Section 5. The Board of Education hereby declares the intent of the Board of Education to expend \$59,790.43 from its capital reserves to pay for these Direct Install projects. This Section 3 is a declaration of intent within the meaning and for purposes of Treasury Regulations §1.150-2 or any successor provisions of federal income tax law.

Section 6. This resolution shall take effect immediately.

d) Approve Submission of Comprehensive Maintenance Plan and M1 2017-2019 (Attachment #18-ER-10-4 and Attachment #18-ER-10-5)

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the High Bridge Board of Education are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M1 for the High Bridge Board of Education in compliance with Department of Education requirements.

e) TRANSFER OUT OF MAINTENANCE RESERVE FOR ROOF RESTORATION

Motion to approve a transfer of \$161,082.57 out of the Maintenance Reserve for the purpose of roof restoration at the Elementary School.

- \$151,997.57 Weatherproofing Technologies (State Contract # AEPA IFB Bid #017-F)
- \$1,501 Fusco’s Rental World for Lift
- \$2,114 Lowe’s for materials
- \$1,100 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 \$176,017.57; 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.

f) APPROVAL OF MAINTENANCE PLAN DEVELOPMENT (Attachment #18-ER-10-6)

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 \$12,000.00.

g) APPROVAL OF STRUCTURAL REVIEW AND CONSTRUCTION (Attachment #18-ER-10-7)

Motion to approve FKA Architects to review the Middle School Structure and to develop bid documents and plans for structural modifications at a cost of \$8,000.00.

h) USE OF FACILITIES

Organization	Start Date	End Date	Day / Times	Location
8th Grade Dinner Dance Committee	Nov. 2, 2017	May 31, 2018	1st Thursday of the month 7:00 to 8:30	MS
High Bridge Youth Basketball	Nov 1, 2017	March 10, 2018	Various	MS & ES Gym

i) 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
Christine Cosgrove	Wilson Training / Lebanon Twp School	11/13, 11/14, 11/15	\$450.00			\$450.00
Kathy Fulse	Wilson Training / Lebanon Twp School	11/13, 11/14, 11/15	\$450.00			\$450.00
Jana Brown	Wilson Training / Lebanon Twp School	11/13, 11/14, 11/15	\$450.00			\$450.00
Heidi Miller	Autism Conference	10/20/ 17	275.00	85.56	15.00 parking	\$375.56

j) 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.

Roll Call:

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

- September 27, 2017 Executive Session Minutes (**Attachment #18-ES-10-1**) and October 4, 2017 Executive Session Minutes (**Attachment #18-ES-10-2**)
- 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.

M. RECONVENE PUBLIC SESSION

N. ACTION ITEMS

1. **Motion to approve** the September 27, 2017 Executive Session Minutes.
2. **Motion to approve** the October 4, 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