

HIGH BRIDGE BOARD OF EDUCATION

REGULAR MONTHLY MEETING

WEDNESDAY, SEPTEMBER 27, 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 front doors, 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, September 27, 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 PUBLIC HEARING ON SCHOOL SELF-ASSESSMENT UNDER ANTI-BULLYING BILL OF RIGHTS

1. A big thank you to Tara and Eric Borgh for the donation of mums at both schools. The schools look beautiful thanks to your generosity!
2. **Rich Kolton** will present on iReady...
3. **Emma Alparone** will present on iReady...
4. **Katie Franks** will present on the results of the district climate survey.
5. **HIB Self-Assessment under Anti-Bullying Bill of Rights (Attachment #18-PH-9-1, #18-PH-9-2)**
 - a. **Request a motion** to open a public hearing to offer the opportunity for public comments and/or questions regarding the schools' Harassment Intimidation and Bullying Self-Assessment for Determining Grades for the 2016-2017 school year.
 - b. Public Comments – pertaining to Anti-Bullying Bill of Rights Assessment only.
 - c. **Request a motion** to close the Public Hearing and reconvene regular monthly meeting.
 - d. **Request a motion** to approve the schools' Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act and to authorize the Superintendent to submit same to the New Jersey Department of Education.

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 |

- Staff Attendance for August 2017 (**Attachment #18-S-9-1**)
- Monthly Report on Harassment, Intimidation, and Bullying Incidents
No incidents as of 9/27/17
- Superintendent Update

2. School Business Administrator’s Report

a. General Information Items

- ESSA requires reporting on building level expenditures for 2017-18
- Lead Testing needs to be done every six years. We have requested reimbursement from the state.
- Carbon Monoxide Detectors have been installed as mandated in immediate vicinity of potential sources of carbon monoxide in both buildings
- NJSBA Convention October 23-26, 2017

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 (Attachment #18-C-9-1)

| <u>Name</u> | <u>Date</u> | <u>Subject</u> |
|-------------|-------------|------------------------|
| Lisa Kerr | 9/22/17 | Co-Curricular Coaching |

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. August 30, 2017 Regular Meeting Minutes (**Attachment #18-M-9-1**)

Roll Call:

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

H. REPORTS TO THE BOARD

6. Board President’s Report

- a. **Motion to approve** District Goals and Board Goals for the 2017-2018 school year.

i. District Goals:

1. Ensure all students are rigorously engaged in all content areas as evidenced by growth in district assessments,

2. Demonstrate collaborative problem solving and open communications within the district.
3. Establish 3 key benchmarks with the fiscal responsibility area.

ii. Board Goals:

1. Commit to 4 meetings with NJ School boards for the finalization of the mission and vision statements and the development of a 3 year strategic plan for the district.
2. Prepare for and enter negotiations with the High Bridge Teacher's Association.
3. Communicate to our community the roles and responsibilities of a school board.
4. Commit our District to the North Hunterdon Voorhees Regional articulation meetings/process.

Roll Call:

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

b. a. Board Committees and Chairperson

- **Student Achievement** – Responsibilities: Curriculum, Instruction, Technology and Policy

Cindy Sharkey, Chairperson, Michael Estrada, and Terrie Sostorecz, Members.

- Met September 18, 2017
- Next meeting October 4, 2017
- Discussed HIB Presentation, presented by K. Franks
- Discussed Information for R. Kolton & E. Alparone presentations
- Reviewed Policy and Regulation updates
- Reviewed District Goals for 17/18 school year
- Reviewed Superintendent’s Merit Goals for 17/18.

- **Educational Resources** – Responsibilities: Finance and Facilities

Steve Johnson, Chairperson, Alan Schwartz, Robert Imhoff, Members

- Met September 18, 2017
- Next meeting October 4, 2017
- Brian Rizer from Brown & Brown met with committee regarding health insurance
- Architects Michael Bieri and Thomas Kosten met with committee to discuss Maintenance Plan
- Facilities walkthrough took place on Wednesday, September 20th

- **Human Resources – Responsibilities: Personnel, Management and Community Relations**
Karyn Gove, Chairperson, Cindy Sharkey, Robert Imhoff, Members
 - Met September 18, 2017
 - Next meeting October 4, 2017
 - Discussed Nursing need for co-curricular sport
 - Discussed recommended candidate for Assistant to the Business Administrator
 - Reviewed District Goals for 17/18 school year
 - Reviewed Superintendent’s Merit Goals for 17/18

- **Negotiations – Alan Schwartz, Chairperson, Stephen Johnson, Robert Imhoff, Members**
 - 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-9-1)**

- P & R 7100 Long-Range Facilities Planning (Revised)
- P & R 7101 Educational Adequacy of Capital Projects (Revised)
- R 7300.1 Disposal of Instructional Property (Abolished)
- R 7300.3 Disposition of Personal Property (Revised)
- R 7300.4 Disposition of Federal Property (Revised)

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

| Grade | Location | Cost | Cost incurred by |
|--|-------------------------------------|-------------------|------------------|
| 7th Grade | Ellis Island and Statue of Liberty | \$27.00 per pupil | Parent/Guardian |
| Student Leadership (6th to 8th Grades) | Camp Bernie | \$20.00 per pupil | Parent/Guardian |
| 4th Grade | High Bridge Borough Hall & Library | None | N/A |
| 4th Grade (Environmental Club) | Raritan River (behind Gronsky’s) | None | N/A |
| 4th Grade (Environmental Club) | High Bridge Commons Park | None | N/A |
| 4th Grade | Solitude House and Dam, High Bridge | None | N/A |
| 4th Grade | Veterans Memorial Park, High Bridge | None | N/A |

| | | | |
|--|-------------------------------------|---|-----------------|
| Kindergarten | West Portal Pumpkin Patch | \$18.75 | Parent/Guardian |
| Behavioral Disabilities/Autism and Multiple Disabilities class vocational trips as listed below: | | | |
| BD Class | Paradise Golf Center | \$125.00 Transportation | BOE |
| BD Class | Town of Clinton | \$90.00 Transportation | BOE |
| BD Class | Round Valley Reservoir | \$125.00 Transportation | BOE |
| BD Class | Lowes Hardware, Flemington, NJ | \$125.00 Transportation | BOE |
| BD/MD Classes | Clinton Walmart | \$180.00 Transportation (2 busses @ \$90.00 ea.) | BOE |
| BD/MD Classes | Clinton McDonalds | \$180.00 Transportation (2 busses @\$90.00 ea.) | BOE |
| BD/MD Classes | Oakwood Lanes, Washington, NJ | \$250.00 Transportation (2 busses @\$125.00 ea.) | BOE |
| BD/MD Classes | Phillipsburg Mall, Phillipsburg, NJ | \$250.00 Transportation (2 busses @ \$125.00 ea.) | BOE |
| BD/MD Classes | West Portal Pumpkin Patch | \$125.00 Transportation | BOE |
| BD Class | Clinton ShopRite (5 Trips) | \$90.00 Transportation each trip | BOE |

c. **Motion to approve** the Statement of Assurance Professional Development Plan for 2017-2018 (**Attachment #18-SA-9-2**)

d. **Motion to approve** the Mentoring Plan for 2017-2018 (**Attachment #18-SA-9-3**)

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 approve Rebecca O’Connell**, Rider University Elementary Education student to complete student teaching at High Bridge Elementary School from

- January 2018 through May 2018, with Karin Weikert serving as the cooperating teacher.
- b. **Motion to approve Christina Suydam**, Rowan University School Nursing/Teacher of Health student to complete her internship in Health Teaching at High Bridge Middle School from January 2018 through April 2018, with Lucille Arnold and Michele Ilg-Gomez serving as the cooperating teachers.
 - c. **Motion to approve** the emergent hire of **Jana Brown** as part-time (.50 FTE) Special Education at Middle School effective September 11, 2017 through June 30, 2018 at a Level BA, Step 1 Salary of \$27,305.00
 - d. **Motion to approve** the employment of **Diane Menzaco** as part-time cafeteria aide at Middle School effective September 11, 2017 through June 30, 2017 at an hourly rate of \$10.27 on days when lunch is served.
 - e. **Motion to approve** the employment of **Marianne Stokes** as Assistant to the Business Administrator effective October 2, 2017 through June 30, 2017 at an annual salary of \$51,000.00.
 - f. **Motion to approve Christina Suydam** as a substitute nurse for the remainder of the 2017-2018 school year, pending receipt of substitute certificate, at the daily sub rate of \$105.00.
 - g. **Motion to accept**, the resignation of **Lisa Carlante** as cafeteria aide, effective September 20, 2017.
 - h. **Motion to approve Carla LaTorre** as a volunteer coach for volleyball.
 - i. **Motion to approve Christi Roling** for American Sign Language course at a rate of \$199.00.
 - j. **Motion to approve Denise Garcia**, Centenary University student, to complete fieldwork observation hours at Middle School with Lucille Arnold as cooperating teacher.
 - k. **Motion to approve Gregory A. Hobough '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-9-1**)
 - 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-9-2**)
 - 3. Quantitative Goal #1 – Student Achievement - 90% of general education students in grades five and six will demonstrate growth in both ELA and Math on research based assessment Amount: \$4,334 (**Attachment #18-P-9-3**)
 - 4. Quantitative Goal #2 - Staff Effectiveness - Ensure 100% participation of regional articulation meetings to plan to better serve and prepare students for regional high school. Amount: \$4,334 (**Attachment #18-P-9-4**)
 - l. Motion to approve the following part-time employees for the hours above their contracted time necessary to attend professional development day of 9/21/17.

| Name | Hours | Rate | Total |
|----------------|-------|------------------|---------|
| Kathleen Fulse | 2.75 | \$29.11 per hour | \$80.05 |

| | | | |
|--------------------|------|------------------|----------|
| Kim Ziegler | 2.75 | \$29.11 per hour | \$80.05 |
| Christine Cosgrove | 3.75 | \$29.11 per hour | \$109.16 |
| Brenda Krushinski | 3.75 | \$29.11 per hour | \$109.16 |
| Laura Pellegrino | 7.25 | \$29.11 per hour | \$211.05 |

m. **Motion to approve** the following to serve as Home Instructors for the 2017-2018 school year on an as needed basis to be paid at the hourly rate of \$35.42 in accordance with the negotiated agreement between the HBBOE and HBTA.

| Staff Member | Marking Periods Available | Grade Level |
|-------------------|---------------------------|-------------|
| Lauren Richardson | MP1, MP2, MP3, MP4 | K-3 |
| Dorothy Davidson | MP1, MP2, MP3, MP4 | K-8 |

n. **Motion to approve** the following employee to serve as a mentor for a novice teacher. Mentor fee of \$550.00 to be paid by the novice teacher to the mentor.

| Novice Teacher | Mentor |
|--------------------|--------------|
| Christine Cosgrove | Kim Terzuolo |
| Jana Brown | Judy LaGreca |

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

a) PAYMENT OF BILLS*

Audit of Invoices

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

(Attachment #18-ER-9-1)

| | | |
|-----------------|---------------------------------------|---------------------|
| Check Register: | August 31, 2017 to September 27, 2017 | \$172,344.69 |
| Payroll | August 31, 2017 | \$ 61,114.40 |
| Payroll | September 15, 2017 | <u>\$257,771.61</u> |
| | Total | \$491,230.70 |

b) FINANCIAL REPORTS (Attachment #18-ER-9-2, #18-ER-9-3)

Report of the Board Secretary and Treasurer’s Report for August 2017

Resolved, that the Board of Education accept the Board Secretary’s and Treasurer’s Financial Reports for the months of June 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 August 2017 (Attachment #18-ER-9-4)

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 August 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.

September 27, 2017

Heather Goguen Business Administrator

c) USE OF FACILITIES

There were no requests at this time

d) TRANSPORTATION

| Provider | Route # | Student ID# | Cost | Dates |
|--------------|---------|--|-------|--------------------|
| Lebanon Twp. | LT | N/ A (1 Choice Student to Lebanon Twp.) | \$865 | 9/1/2017-6/30/2018 |

e) 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 |
|-----------------|-------------------------------------|-------------------|------------------|----------|-------------------|----------|
| Kelly Grube | Rutgers Annual Conference | 10/27/17 | \$180.00 | \$19.84 | \$10.00 (Parking) | \$209.84 |
| Kelly Grube | Literacy for All Conference | 10/22 to 10/24/17 | \$410.00 | \$145.08 | | \$555.08 |
| Coleen Conroy | NJSBA - Sustainable Awards Ceremony | 10/24/17 | na | \$83.70 | na | \$83.70 |

f) CANCELLATION OF OLD CHECKS

Motion to approve the cancellation of the following checks greater than six months old and the funds accounted for as miscellaneous revenue:

| General Account Check # | Amount |
|-------------------------|------------|
| 11613 | \$80.00 |
| 11840 | \$66.25 |
| N1077 | \$50.00 |
| N1080 | \$3,600.00 |
| N1089 | \$334.89 |
| N1090 | \$313.00 |
| N1091 | \$100.00 |
| 12015 | \$14.00 |
| 12058 | \$442.00 |
| 12086 | \$973.44 |
| 12174 | \$1,305.00 |
| 12218 | \$53.33 |
| 12292 | \$11.98 |

| | |
|--------|------------|
| 12293 | \$10.50 |
| 12444 | \$833.68 |
| 12501 | \$42.00 |
| 12576 | \$76.50 |
| N1109 | \$8,074.04 |
| 014307 | \$88.00 |
| 014545 | \$80.00 |

| Student Activities Check # | Amount |
|----------------------------|----------|
| 2164 | \$264.00 |

| Payroll Check # | Amount |
|-----------------|----------|
| 34465 | \$69.27 |
| 34740 | \$27.23 |
| 35349 | \$57.55 |
| 35619 | \$114.33 |
| 35664 | \$56.56 |
| 36400 | \$102.50 |
| 36621 | \$103.87 |
| 36804 | \$203.23 |
| 38220 | \$288.47 |
| 38221 | \$294.71 |
| M000168 | \$150.13 |
| 38993 | \$192.72 |
| 39202 | \$39.75 |
| 39239 | \$119.26 |
| 39316 | \$119.26 |

| Payroll Agency Check # | Amount |
|------------------------|------------|
| 1374 | \$441.98 |
| N1000 | \$501.68 |
| 1887 | \$1,600.15 |

g) **Motion to approve** a contract with Commission for the Blind and Visually Impaired for a cost of \$1,900.00 for the 2017-2018 school year. (**Attachment #18-F-9-5**)

h) 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:

- August 30, 2017 Executive Session Minutes (**Attachment #18-ES-9-1**)
- 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.

M. RECONVENE PUBLIC SESSION

N. ACTION ITEMS

1. **Motion to approve** the August 30, 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