

**HIGH BRIDGE BOARD OF EDUCATION
WORK SESSION MEETING Minutes
TUESDAY, JUNE 19, 2018**

1. OPENING OF MEETING - 7:00 PM

Being duly posted and advertised in accordance with the Open Public Meetings Act, the Regular Monthly meeting was called to order at 7:00 p.m. in the High Bridge Elementary School Library. The following Board members were present: Erin Delgado, Karyn Gove, Vice President, Robert Imhoff, Alan Schwartz, Michael Estrada, and Cindy Sharkey, President. James Garner was absent. Greg Hobaugh, Superintendent, and Christopher Jones, Board Secretary, were also present.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. WORK SESSION AGENDA ITEMS

4.1. Presentation:

4.1.1. Carla Nowell and students will present on coding

Ms. Nowell gave an update on the coding program. She gave an overview of coding program and how it affects students. She talked about the program Kodable which the students use for the class. She is renewing the Kodable program for next year. The individual students then presented the program to the Board of Education.

4.1.2. Rich Kolton will present on I-Ready

Rich Kolton gave an update on the student progress on ELA and Math. He said that both schools met their goals for the year. He mentioned that the district should not expect as high an improvement from the benchmark next year because a natural bump occurs in the first year.

4.2. Superintendent's Report

Update from the Superintendent

Greg Hobaugh gave an update on new programs implemented in 17/18

4.2.1. 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	40	-		-	40
2	2	31	-		-	31
3	2	39	1		-	40

4	2	42	-		-	42
Elementary School Total						207
5	2	43	-		-	43
6	2	52	-		-	52
7	2	37	1	1	1	40
8	2	36	1		-	37
Middle School Total						172
District Total	21	374	3	1	1	379

2018-2019 Projected Enrollment

Grade	# of Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	22	-		-	22
K	2	33	-		-	33
1	2	31	-		-	31
2	2	40	-		-	40
3	2	31			-	31
4	2	39	1		-	40
Elementary School Total						197
5	2	42	-		-	42
6	2	43	-		-	43
7	2	52				52
8	2	37	1	1	1	40
Middle School Total						177
District Total	21	370	2	1	1	374

4.2.2. Staff Attendance for June 2017 (Attachment: June Attendance)

4.2.3. Monthly Report on Harassment, Intimidation, and Bullying Incidents

4.2.4. Superintendent Update

4.3. School Business Administrator's Report

4.3.1. NJASBO Conference

4.3.2. Structural Project

Rich Kolton updated the board on the Middle School Structural project. He showed pictures of the Middle School Basement. Christopher Jones updated the board on the increased cost potential.

4.3.3. Phone Installation

Christopher Jones stated that phone installation has started.

4.3.4. Financial System Changeover

Christopher Jones stated that the financial system changeover has started

4.3.5. Health Benefits Enrollment

4.3.6. Extraordinary Aid Application

4.3.7. IDEA Spending Update

Christopher Jones stated that the IDEA application was amended to include spending for a sensory room.

4.3.8. District Vendors Contracts Report

Christopher Jones stated that a basic report will be provided at the next board meeting.

4.3.9. Open Board Seats

Christopher Jones said there are three 3-year terms seats open for election.

4.3.10. QSAC

4.3.11. Audit Prep

Christopher Jones said he expects the audit to start in August.

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Ron Marinelli	5/22/18	Resignation (Attachment: Marinelli Resignation)

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.
No comments

7. REPORTS TO THE BOARD

7.1. Board President Update

Cindy Sharkey said she is still working on a meeting with Califon. She also said she is working on a community day table.

8. ACTION ITEMS

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

8.1.1. Technology Plan

8.1.2. Glencoe Math Series -

Christopher Jones said the Math series cost will be approximately \$57,000.

8.1.3. Revised and/or new policies and regulations:

Greg Hobaugh gave an overview of the policy updates.

8.1.3.1. P&R 1550 - Equal Employment/Anti-Discrimination Practices

8.1.3.2. P 2431- Athletic Competition

The board discussed changing the optional language provided. Greg Hobaugh will provide an update at a later time.

- 8.1.3.3. R 2431.2 - Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad
 - 8.1.3.4. P&R 5350 - Student Suicide Prevention
 - 8.1.3.5. P 5533 - Student Smoking
 - 8.1.3.6. P&R 5561 - Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
 - 8.1.3.7. P 8462 - Reporting Potentially Missing or Abused Children
 - 8.1.3.8. P 8561 - Procurement Procedures for School Nutrition Programs
- 8.2. Human Resources - Personnel, Management & Community Relations**
- 8.2.1. Course Reimbursement for:
 - 8.2.1.1. Katie Franks
 - Course: Public School Administration 1
 - College/University: Kean University
 - Semester: September 2018 to December 2018
 - Tuition: \$2,106.00
 - 8.2.1.2. Katie Franks
 - Course: Clinical Practicum Administration 2
 - College/University: Kean University
 - Semester: September 2018 to December 2018
 - Tuition: \$2,106.00
 - 8.2.2. Katie Franks and Melissa Betz internship under the direction of Rich Kolton, from September 2018 to December 2018.
 - 8.2.3. Co-curricular and athletic advisors and compensation for the 2018-2019 school year as follows:

Activity	Staff Member	Grade(s)	Hours	Compensation
Co-Ed Cross Country	Diane Alexanderson	5-8	-	\$1,517.00
Girls' Volleyball	Carl Katzenberger	5-8	-	\$1,517.00
Boys' Basketball	Ryan Lagomarsino	5-8	-	\$2,183.00
Girls' Basketball	Carl Katzenberger	5-8	-	\$2,620.00
Girls' Softball	Carl Katzenberger	5-8	-	\$1,517.00
Cheerleading	Nicole Locorotondo	5-8	-	\$1,264.00
Yearbook - MS	Christina Celfo	5-8	50 hours total	\$1,455.50
Yearbook - ES	Christi Roling	PS - 4	40 hours total	\$1,164.40
Environmental Club -	Lynn Hughes	4	22 hours total	\$640.42 total

Spring	Spencer Fader			
Environmental Club - Fall	Lynn Hughes Spencer Fader	4	22 hours total	\$640.42 total
Young Authors' Club	Currently Unfilled	4	22 hours total	\$1,047.96
Jazz Band - MS	Jeff Thompson	5-8	30 hours total	\$873.30
Elementary School Band	Jeff Thompson	4	10 hours total	\$291.10
Show Choir - MS	Courtney Shiffman	5-8	30 hours total	\$873.30
Elementary School Choir	Courtney Shiffman	4	10 hours total	\$291.10
Student Leadership	Courtney Shiffman Katie Franks Megan Roth	5-8	-	\$3,561.00 total
Athletic Director	Jerry Tolomeo	5-8	-	\$1,043.00
Homework Club - MS General Education	Jemma Buccine	5-8	20 hours total	\$582.20
Homework Assistance - MS Special Education	Megan Roth	5-8	20 hours total	\$582.20
HBMS TV Production	Nicole Locorotondo	8	120 hours total	\$3,493.20
Drama Club	Courtney Shiffman Jeff Thompson	5-8	75 hours total	\$2,183.25 total
Literary Magazine	Christina Celfo	5-8	20 hours total	\$582.20

- 8.2.4. Judy Rogers leave of absence extended until Friday June 29, 2018.
- 8.2.5. Nicole Tryon and Sharon Tryon will not be employed in the ESY program although previously approved.
- 8.2.6. Courtney Shiffman as ESY Teacher.
- 8.2.7. Sarah Weinstein as ESY Volunteer.
- 8.2.8. Heather Trepiccione and John Bunger-Spiecha as 1:1 paraprofessional aides for graduation.
- 8.2.9. Ryan Cahill as summer custodial help at a rate of \$13.00 per hour.
- 8.2.10. Jeff Thompson to organize music lessons at the Elementary School from July 11 to August 2 from 8:30 am to 2:30 pm.

- 8.2.11. Resignation of Ron Marinelli, Facilities Manager as of June 22, 2018.
- 8.2.12. Movement on the salary guide for Melissa Betz from BA+15 to BA+30, Step 16, retroactive to September 1, 2018. Salary to be determined once a new agreement is signed between the HBBOE and the HBEA.
- 8.2.13. Rich Kolton to enroll in in the NJEXCEL program at a cost of \$3,150.00.
- 8.2.14. Heidi Miller to School to Home reinforcement skills (Direct Instruction) for ESY extended day at a rate of \$60.00 per day not to exceed 23 days for total of \$1,380.00.
- 8.2.15. Training for 2 Speech Therapist and 1 Teacher trained by Advancing Opportunities Trainer (training is for communication device) for 3 hours each at \$29.11 per hour.
- 8.2.16. Up to 9 teachers for CST Transition Meeting for Middle School Students at a rate of 29.11 per hour for 3 hours each.
- 8.2.17. Up to 8 teachers for CST Transition Meeting for 4th graders moving to 5th grade at a rate of 29.11 per hour for 2 hours each.
- 8.2.18. 2 staff members to be trained on this online Wilson System not to exceed \$2,500.00.
- 8.2.19. Tuition Students-
Students for the Regular School Year Program and ESY (BD Autistic Program) on a tuition basis
- 8.2.20. IDEA Grant Submission
- 8.2.21. Internet filtering and email back up

Christopher Jones gave an update on the costs for internet filtering and email backup solutions

- 8.2.22. Title 1 and 2 spending- BSI Instructor
- 8.2.23. Create a Unified Integration committee (uniting general and special education students in activities) consisting of 4 staff members beginning July 1, 2018 for up to 3 hours at the rate of \$29.11 each. Not to exceed \$349.32.

8.3. Educational Resources - Finance and Facilities

8.3.1. Payment of Bills

8.3.2. Financial Reports

8.3.3. Transfer Report

8.3.4. BEFORE & AFTER CARE PROGRAMS

Work Family Connections to operate Before and After School Programs at High Bridge Elementary School for the 2018-2019 school year in accordance with the Use and Occupancy Agreement as presented. Find out about price increase.

8.3.5. Comcast as internet provider \$985.40/mo - \$35,474.40

8.3.6. Apple Products

Christopher Jones advised the board of a new procedure to approve Apple products

8.3.7. Moisture Survey - Middle School

Christopher Jones said he will provide the detail and costs for a moisture survey at both schools.

8.3.8. Paraprofessional Competitive Contract

Bid Responses were opened on Tuesday, June 12, 2018 at 11:00 AM at the Business Office in the Elementary School. Christopher Jones and Gregory Hobaugh were present. The results are outlined in the Competitive Contract Recommendation Report (attachment: Paraprofessional RFP - Evaluation Report).

Christopher Jones said he recommends Education Services for the Paraprofessional contract.

8.3.9. Food Services Management Contract

Maschio’s Food Services was the only vendor that responded to the Food Service RFP. The bid response was opened on Thursday, June 14, 2018 at 2:00pm at the Business Office in the Elementary School. Christopher Jones was present.

Yearly Management Fee: \$7,064.00
Guarantees a “No-Cost Operation”

ESTABLISH SCHOOL LUNCH AND MILK PRICES FOR THE 2018-2019 SCHOOL YEAR:

Student Lunch	\$2.90
Reduced Student Lunch	\$.40
Adult Lunch	\$3.90
Milk	\$.60

8.3.10. Grant Submission

8.3.11. Exxon

8.3.12. High Bridge Borough Commuter Grant

Christopher Jones said he working with the Borough on a grant that would improve walkways.

8.3.13. Travel Expenditure for Workshops

Staff/Bd Member	Workshop/ Activity	Date	Registration Fee	Mileage	Total
Rich Kolton	Boiler License - Kenilworth	July 9, 23, Aug 6, 20	550.00	101.93	651.93
Emma Alparone	Boiler License - Kenilworth	July 9, 23, Aug 6, 20	550.00	101.93	651.93
Gregory Hobaugh	Boiler License - Saddle Brook	July 19, Aug 2, 16, 30	550.00	76.32	626.63
Christopher Jones	Boiler License - Kenilworth	July 9, 23, Aug 6, 20	550.00	101.93	651.93
Coleen Conroy	Sustainability Summit	6/21/18	35.00	0	35.00

Joan Murray	PEC Training	6/13 & 14	399.00	0	399.00
Denise Cathro	PEC Training	6/13 & 14	399.00	0	399.00
Brande Grieder	Regional Training Sessions for District Certification Staff	7/10/18	0	16.24	16.24

8.3.14. Transfers to Reserves

Christopher Jones discussed increasing the amount approved by the board to allocation to reserves.

8.3.15. Contracted service with Beth Glasberg-Katz, BCBA at a rate of \$150.00 per hour not to exceed 6 hours per month. Capped at \$10,800.00 for 18/19 school year.

9. NEW BUSINESS

Karyn Gove mentioned we should set up committees to look at shared services and bylaws.

Michael Estrada said he will not be running for reelection.

10. 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.

Steve Kovacs - HBEA Affiliation - He read communication on behalf on the chair. He said the board did not want to have extended negotiations. They hired a mediator.

11. EXECUTIVE/CLOSED SESSION

Robert Imhoff motioned, seconded by Karyn Gove to enter into Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Personnel
- Litigation
- Negotiation
- Review Superintendent Merit Goals
- Superintendent's Evaluation

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.

12. RECONVENE PUBLIC SESSION

Alan Schwartz motioned seconded by Erin Delgado to reconvene public session.

13. ADJOURNMENT

Michael Estrada motioned seconded by Karyn Gove to adjourn the meeting.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Chris Jones', is written in a cursive style.

Christopher Jones
Business Administrator/Board Secretary