

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
Monday, June 10, 2019**

**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 convened in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829.

**Date:** Monday June 10, 2019

**Time:** 7:00 pm

**Formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL** by Christopher Jones, SBA / Board Secretary

Erin Delgado - <i>Absent</i>	Robert Imhoff
Michelle Corley	Mindy Manahan
James Garner	Cindy Sharkey, President

Karyn Gove, Vice. Pres.

Additional Members Present: Dr. Gregory Hobough, Superintendent

Christopher Jones, SBA / Board Secretary

**4. PRESENTATION & RECOGNITION ITEMS**

- 4.1. *James Garner motioned, seconded by Karyn Gove, unanimously approved, to recognize Coach Kim Terzuolo, Coach Brande Grieder and thirteen Girls on the Run participants with a certificate of Achievement for their successful completion of a 5K race and the GOTR Program.*
- 4.2. *James Garner motioned, seconded by Karyn Gove, unanimously approved, to congratulate Kim Terzuolo on her retirement for her years of dedication to the district.*
- 4.3. *Karyn Gove motioned, seconded by James Garner, unanimously approved, to congratulate Patricia Tuma on her retirement for her years of dedication to the district.*
- 4.4. *Karyn Gove motioned, seconded by James Garner, unanimously approved, to congratulate Steven Kovacs on his retirement for his years of dedication to the district.*
- 4.5. **Presentation** by Lauren DiLanno and Kim Ziegler on Leveled Literacy Intervention (LLI) Elementary School Basic Skills Reading Program.  
*Kim Ziegler gave the board an overview of the Elementary School reading programs.*
- 4.6. **Presentation** by Melissa Patane-Schulter and Leslie Chong on the Climate Survey Results.  
*Melissa Patane-Schulter and Leslie Chong presented the positive climate survey results. They also addressed the low survey participation due to changes in statue.*

**4.7. Superintendent's Report**

**4.7.1. 2018-2019 Enrollment**

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	20	-	-	-	20

K	2	33	-	-	-	33
1	2	31	-	-	-	31
2	2	43	-	-	-	43
3	2	32	-	-	-	32
4	2	40	1	-	-	41
<b>Elementary School Total</b>						<b>200</b>
5	2	40	-	2	-	42
6	2	45	-	1	-	46
7	2	50	-	-	-	50
8	2	37	1	1	-	39
<b>Middle School Total</b>						<b>177</b>
<b>District Total</b>	<b>21</b>	<b>371</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>377</b>

**2019-2020 Projected Enrollment**

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	16	-	-	-	16
K	3	29	1	-	-	30
1	2	33	-	-	-	33
2	2	31	-	-	-	31
3	2	43	1	-	-	44
4	2	32	-	-	-	32
<b>Elementary School Total</b>						<b>186</b>
5	2	40	1	-	-	41
6	2	40	-	-	-	40
7	2	45	-	-	-	45
8	2	50	-	-	-	50
<b>Middle School Total</b>						<b>176</b>
<b>District Total</b>	<b>21</b>	<b>359</b>	<b>3</b>	<b>0</b>		<b>362</b>

4.7.2. Staff Attendance for May 2019 (*Attachment: May Staff Attendance*)

4.7.3. Monthly Report on Harassment, Intimidation, and Bullying Incidents/Suspensions and Security Drills

	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
Month	Fire	Security	Fire	Security	In	Out	In	Out	Investigated	Affirmed	Investigated	Affirmed
July	7/24	07/31	N/A	N/A								
August	08/09	08/08	N/A	N/A								

Sept	09/07	09/05	09/04	09/05					2			1
Oct	10/16	10/19	10/01	10/16							2	
Nov	11/19	11/01	11/07	11/05							1	
Dec	12/01	12/01	12/01	12/011				2			4	
Jan	01/04	01/30	01/07	01/09				2			1	
Feb	02/04	02/28	02/05	02/04				1				1
March	03/01	03/22	03/11	03/06			2				1	1
April	04/08	04/10	04/01	04/02							2	1
May	05/09	05/28	05/01	05/24								2
June	06/07		06/04	06/05								
* Investigation is in progress												

**4.7.4. Superintendent Update**

*Greg Hobaugh gave the following updates:*

- *19-20 Enrollment projection*
- *Full Year Staff attendance to be presented at the next board meeting*
- *Friday evening graduation will be outside*
- *ESY program will be at the middle school*
- *Washington DC trip was successful. A former student is now a secret service agent and was able to help provide additional insights. Greg Hobaugh thanked Coleen Conroy for her help.*
- *Next meeting will have two positions to be voted on*

**4.8. School Business Administrator’s Report.**

**4.8.1. Facilities Review**

*Christopher Jones struck 10.2.14 from the agenda  
Tuition student*

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
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**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.

*Courtney Bulger - HIB - She believes there should be additional training for parents. She believes there should be a better way to report complaints. Cindy Sharkey said she agreed.*

*Karen McCay - She asked how many choice students are available at the school district. Greg Hobaugh said there are three spots that are filled.*

**7. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

**7.1. May 20, 2019 Regular Meeting Minutes (Attachment: 5 20 19 Meeting Minutes)**

**Board President** calls for a motion and a second to approve 7:

Motion: Robert Imhoff		Second: James Garner		
Name:	Yes	No	Abstain	Absent
Michelle Corley	x			
Erin Delgado				x
James Garner	x			
Karyn Gove	x			
Robert Imhoff	x			
Mindy Manahan	x			
Cindy Sharkey	x			

*Approved 6-0-0-1*

## 8. REPORTS TO THE BOARD

### 8.1. Board President's Report

#### 8.1.1. Board of Education Goals

#### 8.1.2. Strategic Planning Ad Hoc update

#### 8.1.3. Shared Services Ad Hoc Committee update

*James Garner said they are just finishing formatting issues on the contract agreement.*

## 9. HIB REPORTS

**WHEREAS**, N.J.S.A. 18A:37-15(e) requires that at the next board of education meeting following its receipt of an HIB report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent's decision.

The Superintendent shall inform the parties of the Board's determination in writing, as well as their right to appeal the determination to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than 90 days after the issuance of the board's decision; or to file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

*Robert Imhoff motioned, seconded by James Garner, unanimously approved, to affirm, the superintendent's decision in HIB Report #M15 (Attachment: 2018-2019M15 Redacted).*

*Greg Hobaugh received notice that Kelly Grube has resigned*

## 10. ACTION ITEMS

### 10.1. Student Achievement - Curriculum, Instruction, Technology & Policy

#### 10.1.1. Motion to approve the following class trips and transportation:

Grade	Location	Cost	Cost incurred by
1st	Union Forge Park	\$0.00	N/A
K	High Bridge Town Walk	\$0.00	N/A

#### 10.1.2. Motion to approve the list of eighth grade students eligible for promotion to ninth grade. (Attachment: HBMS Class of 2019 Promotion)

**10.2. Human Resources - Personnel, Management & Community Relations**

**10.2.1. Motion to approve** the following staff for hours above their contracted time for the Middle School Picnic, June 3, 2019:

Name	Hours	Rate	Total
Brenda Krushinski	3.75	\$29.11	\$109.16
Kathleen Fulse	2.75	\$29.11	\$80.05
Jana Brown	2.75	\$29.11	\$80.05

**10.2.2. Motion to approve** the co-curricular and athletic advisors and compensation for the 2019-2020 school year as follows:

Activity	Staff Member	Grade(s)	Hours	Compensation
Athletic Director	Jerry Tolomeo	5-8	-	\$1,043.00
Co-Ed Cross Country	Diane Alexanderson	5-8	-	\$1,517.00
Girls' Volleyball	Carl Katzenberger	5-8	-	\$1,517.00
Boys' Basketball	TBD	5-8	-	\$2,183.00
Girls' Basketball	Carl Katzenberger	5-8	-	\$2,620.00
Girls' Softball	Carl Katzenberger	5-8	-	\$1,517.00
Boys' Baseball	Christian Bollin	5-8	-	\$1,264.00
Cheerleading	Danielle Weber	5-8	-	\$1,264.00
Student Leadership	Courtney Shiffman Coleen Conroy Megan Roth	5-8	-	\$3,561.00 total
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	Jeff Thompson Danielle Weber	8	120 hours total	\$3,493.20
Drama Club	Courtney Shiffman Jeff Thompson	5-8	90 hours total	\$2,6120.00
Literary Magazine	Danielle Weber	5-8	20 hours total	\$582.20
Jazz Band - MS	Jeff Thompson	5-8	30 hours total	\$873.30
Show Choir - MS	Courtney Shiffman	5-8	30 hours total	\$873.30

Yearbook - MS	Katherine Franks Danielle Weber	5-8	50 hours total	\$1,455.50
Reading Olympics	Spencer Fader	5-6	15 hours total	\$436.65
Yearbook - ES	Christi Roling	PS - 4	40 hours total	\$1164.40
Environmental Club - Spring	Lynn Hughes Spencer Fader	4	22 hours total	\$640.42 total
Environmental Club - Fall	Lynn Hughes Spencer Fader	4	22 hours total	\$640.42 total
Young Authors' Club	Mary Fran Daley	4	22 hours total	\$640.42
Elementary School Band	Jeff Thompson	4	6 hours total	\$174.66
Elementary School Choir	Courtney Shiffman	4	6 hours total	\$174.66
Grant Coordinator	Mary Fran Daley	District		\$2500.00

- 10.2.3. Motion to approve** movement on the salary guide as of September 1, 2019 for Heidi Miller from MA to MA+15, pending receipt of required documentation, salary to be determined once a new agreement is signed between the HBBOE and the HBEA.
- 10.2.4. Motion to approve** movement on the salary guide as of September 1, 2019 for Kevin Jones from BA to MA, pending receipt of required documentation, salary to be determined once a new agreement is signed between the HBBOE and the HBEA.
- 10.2.5. Motion to approve** movement on the salary guide for Carla Nowell from BA+30 to MA, retroactive to February 1, 2019 pending receipt of required documentation, salary to be determined once a new agreement is signed between the HBBOE and the HBEA.
- 10.2.6. Motion to approve** Heidi Miller as a certified 1:1 as per student IEP for graduation ceremony on June 14, 2019 at a rate of \$29.11 per hour for 3 hours for a total of \$87.33.
- 10.2.7. Motion to approve** Heidi Miller to as an chaperone for the 8th Grade Dinner Dance at a rate of \$72.53, cost to be billed to tuition student's resident district.
- 10.2.8. Motion to approve** course reimbursement for:
- 10.2.8.1. Christina Harding**
- Course: Case Studies in Supervision
  - College/University: Centenary University
  - Semester: Summer 2019 (ends 08/15/19)
  - Tuition: \$1,811.40
- 10.2.9. 2019-2020 Anticipated contracts to be renewed, awarded, or to expire during the school year - P.L. 2015, c. 47**

Pursuant to PL 2015, Chapter 47 the High Bridge Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance

with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

Transportation	Easton Coach Hunterdon Educational Services Commission First Student Bus Company Warren County Special Services Snyder Bus Company
Restraint Training	Handle With Care
Visually Disabled Services	Commission for the Blind and Visually Impaired
Payroll Services	R&L Data
Building/Grounds support	Borough of High Bridge
Boiler Services	Metz
Grease Trap Cleaning	Russell Reid
Bleacher, B-Ball Backstop, & Gym Divider Curtains Maintenance	Gym Door Repairs, Inc.
HVAC	Metz
Electrical	Wire's Electric
Elevator Services	East Coast Elevator
Playground Maintenance	Downes Mulch
Boiler Water Services	Butler Engineering
Fire/Burglar Alarm Services	FAST
Burglar Alarm Monitoring	FAST
Kitchen Equipment Maintenance	JB Maintenance
Building Automation Controls Maintenance	Metz
Continuing Disclosure Agent	Phoenix Advisors
Cobra Administrator	Ameriflex
Health Benefits Provider	Horizon
Vision Benefits Provider	Guardian & Horizon
Dental Benefits Provider	Guardian
Long Term Disability Providers	Guardian & Prudential
Life Insurance Provider	Guardian
Short Term Disability Provider	Aflac
Employee Assistance Program	Aetna
403(b) Providers	AXA, Security Benefit, Lincoln
Substitute Service	Source 4 Teachers
Paraprofessionals	Mission One
Pest Management Service	Stank LLC Environmental Pest Control
Environmental Compliance Services	R. K. Occupational & Environmental Analysis, Inc.
Educational Supply Service	Educational Data Services, Inc.
Website Hosting	Zumu Software
Parent Notification System	School Messenger
Student Information System	Genesis Educational Services
Software, Support – Café POS System	CC Productions
Email Support	Gmail

- 10.2.10. **Motion to approve** ESY Staff - (*Attachment: 19-20 ESY - Teachers*)
- 10.2.11. **Motion to approve** Sarah Weinstein as volunteer reader for the 2019-2020 ESY program.
- 10.2.12. **Motion to authorize** the amendment of the current Long Range Facilities Plan to include Elementary Electronic Sign
- 10.2.13. **Motion to withdraw** from Capital Reserve  
NOW THEREFORE BE IT RESOLVED , that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital projects and the withdrawal of \$16,610 from the Capital Reserve account to provide funding for Elementary Electronic Sign (*Attachment: Electronic Sign*)
- ~~10.2.14. **Motion to approve** contract for Christopher Jones, School Business Administrator/Board Secretary with an annual salary of \$97,215.00 effective July 1, 2019 through June 30, 2019, pending approval by County Executive Superintendent.~~

**10.3. Educational Resources - Finance and Facilities**

**10.3.1. Payment of Bills**

**Audit of Invoices** (*Attachment: 6 10 19 bill list*)

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

Check Register	May 21 - June 10	\$ 269,912.25
Payroll	May 31	<u>\$ 243,393.55</u>
	Total	\$ 513,305.80

**10.3.2. TEXTBOOKS** (*Attachment: District Textbook List 19-20*)

RESOLVED, that the Board of Education approves textbooks for the High Bridge Public Schools as per the attached list and request the Secretary to addend a copy of the list to the minutes.

**10.3.3. Motion to authorize** the Superintendent to submit an Alternate Method of Compliance request to the Hunterdon County Executive Superintendent that will allow use of a classroom for preschool that has toilet rooms outside of the classroom.

**10.3.4. Motion to approve** the submission of the 2019-2020 ESEA Grant for the following amounts:

- Title IA \$25,701
- Title IIA \$6,201
- Title III \$736 (Consortium Required)
- Title IV \$10,000

**10.3.5. APPROVE HIGH BRIDGE SCHOOL DISTRICT PLANS & PROCEDURES**

BE IT RESOLVED that the High Bridge Board of Education approves the following plans and procedures for the 2019-2020 school year.

- 10.3.5.1. Integrated Pest Management (IPM) ES (*Attachment: ipm es*)
- 10.3.5.2. Integrated Pest Management (IPM) MS (*Attachment: ipm ms*)
- 10.3.5.3. Purchasing Manual (*Attachment: High Bridge Purchasing Manual 19 20*)



**10.3.5.4. School Safety and Security Plan (Attachment: School Safety & Security Plan 2019)**

**10.3.6. APPROVE SUBSTITUTE TEACHER RATES OF PAY FOR THE 2019-2020 SCHOOL YEAR**

The Superintendent recommends that the Board of Education approve the recommendation to set the rates for the 2019-2020 school year as follows:

- Substitute Aide - \$78.00 day
- Substitute Teacher - \$95.00 day
- Substitute Nurse - \$105.00 day
- Substitute Administrator - \$115.00 day

**10.3.7. 2019-2020 Tuition Rates**

**Approve** the following Special Education tuition rates:

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

**10.3.8. Motion to approve** a 48 month lease with option to purchase agreement with Municipal Capital Finance and Atlantic, Tomorrow’s Office, State Contract G40467

**10.3.9. Motion to review** ESS for paraprofessional services. (Attachment: ESS Paraprofessional Renewal)

**10.3.10. Transportation -**

**Motion to approve** the following Bus Routes for the 19/20 School Year:

Provider	Route #	Student ID#	Cost	Dates
Del Val	1902	8398827834	\$240/day \$5520 total	ESY 19/20

**10.3.11. 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:

- 10.3.11.1.** The firm of Busch Law Group, LLC, Metuchen, New Jersey, as Board Attorneys from July 1, 2019- June 30, 2020 at \$168 for partners and counsel, \$148 for associates, and \$100 for paralegals an hour.
- 10.3.11.2.** Robin Ballard of Schenck, Price, Smith & King, LLC, Florham Park, New Jersey, as Special Counsel from July 1, 2019- June 30, 2020 at an hourly rate of \$170 and associates at \$165 an hour.
- 10.3.11.3.** Allison Peck is appointed for Physical Therapy Services at the following rates:

Evaluations \$258  
 Annual Reviews \$172  
 Therapy Services \$86/hour

**10.3.11.4.** Nancy Lenahan of Therapeutic Intervention, Inc. is appointed for Occupational Therapy Services at the following rates:

In District OT Services \$93.25/hour  
 Home Based Therapy \$107/hour  
 Evaluations \$382.50/hour

**10.3.11.5.** Greenbrook Family Medicine is appointed for School Physician Services at the following rates:

Review of Sport Physicals, consultations, review of policies, nurse consultation Are included in the annual \$1,750.00 fee.

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.

**10.3.11.6.** Scarinci, Hollenbeck, LLC, Lyndhurst, New Jersey, as Negotiations Counsel from July 1, 2019- June 30, 2020 at an hourly rate of \$167, associates at \$162 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 (20) days of its passage, stating its nature, duration, service and amount, and that the resolution and contract are on file in the business office.

**10.3.12 Motion to accept the resignation of Kelly Grube.**

**Board President** calls for a motion and a second to approve 10.1-10.3.12 as amended:

Motion: Robert Imhoff		Second: James Garner		
Name:	Yes	No	Abstain	Absent
Michelle Corley	x			
Erin Delgado				x
James Garner	x			
Karyn Gove	x			
Robert Imhoff	x			
Mindy Manahan	x			
Cindy Sharkey	x			

*Approved 6-0-0-1*

**11. NEW BUSINESS**

**12. 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.

*Amy Borchen - Regarding the retirement of Steven Kovacs - How is the board preceding and what qualifications that they need? Cindy Sharkey said they cannot comment on the hiring. Greg Hobaugh invited her to meet. She hoped that the district hires someone that loves science*

*Karen McCay - Is the position open or does the board just assign different teachers? Greg Hobaugh said the position is open to every teacher in the district. She asked if a position is advertised. Greg Hobaugh it is advertised within the district.*

*Karen McCay - She is hoping that the school reconsiders a new school trip location.*

**13. EXECUTIVE/CLOSED SESSION**

*Karyn Gove motioned, seconded by James Garner, unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:*

- Superintendent Evaluation
- Executive Session Minutes
- Shared Services

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.

**14. RECONVENE PUBLIC SESSION**

*Karyn Gove motioned, seconded by Robert Imhoff, unanimously approved, to reconvene public session.*

**15. ACTION ITEM**

**Motion to approve the Executive Minutes**

- 15.1.1.** April 29, 2019 Executive Minutes (*Attachments: 4 29 19 Executive Session Minutes*)
- 15.1.2.** May 13, 2019 Work Session Executive Minutes (*Attachments: 5 13 19 Executive Work Session Minutes*)
- 15.1.3.** May 20, 2019 Executive Minutes (*Attachments: 5 20 19 Executive Session Minutes*)

Motion: Mindy Manahan		Second: Karyn Gove		
Name:	Yes	No	Abstain	Absent
Michelle Corley	x			
Erin Delgado				x
James Garner	x		15.1.2	
Karyn Gove	x			
Robert Imhoff	x		15.1.1	
Mindy Manahan	x			
Cindy Sharkey	x			

*15.1.1 Approved 5-0-1-1*

*15.1.2 Approved 5-0-1-1*

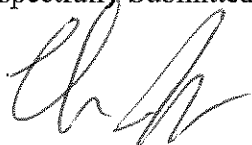
*15.1.3 Approved 6-0-0-1*

**16. ADJOURNMENT**

*Karyn Gove motioned, seconded by James Garner, unanimously approved, to adjourn the meeting.*

10:10pm

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'C. Jones', written over a faint horizontal line.

Christopher Jones

School Business Administrator/Board Secretary