

**HIGH BRIDGE BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
Monday, March 11, 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 will convene in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829. The following board members were in attendance: Erin Delgado, Robert Imhoff, Michelle Corley, Mindy Manahan, James Garner,, Karyn Gove, Vice. Pres., and Cindy Sharkey, President. Also present: Dr. Gregory Hobaugh, Superintendent Christopher Jones, SBA / Board Secretary.

**Date:** Monday March 11, 2019

**Time:** 7:00 pm

**Formal action will be taken.**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. PRESENTATION & RECOGNITION ITEMS**

- 4.1.** Richard Kolton and Emma Alparone to present i-Ready mid-year benchmark assessment results. *Richard Kolton and Emma Alparone presented the iReady results. James Garner asked for an overview of the program and scoring. Richard Kolton explained that iReady is tested three times a year to track improvement. He also said a grade that has lower initial scores will show high growth.*  
*Mindy Manahan asked how it is used in the classroom. Emma Alparone said they pull out students that are struggling in a certain area and focus the instruction on improvement in that area.*  
*Greg Hobaugh said extra work is given to an individual based on that student's needs.*

**4.2. Superintendent's Report**

**4.2.1. 2018-2019 Enrollment**

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	19	-	-	-	19
K	2	31	-	-	-	31
1	2	31	-	-	-	31
2	2	42	-	-	-	42
3	2	32	-	-	-	32
4	2	40	1	1	-	42
<b>Elementary School Total</b>						<b>197</b>
5	2	39	-	1	-	40

6	2	45	-	1	-	46
7	2	52	-	-	-	52
8	2	37	1	1	-	39
<b>Middle School Total</b>						<b>177</b>
<b>District Total</b>	<b>21</b>	<b>368</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>374</b>

4.2.2. Staff Attendance for February 2019 (*Attachment: February Staff Attendance*)

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

Month	Drills				Suspensions				HIB			
	HBES		HBMS		HBES		HBMS		HBES		HBMS	
	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		03/11	03/06			1				2*	
April												
May												
June												

\* Investigation is in progress

4.2.4. Superintendent Update

*Greg Hobough gave the following updates:*

- *Trimester Goals Update*
- *Reading Olympics for 5th and 6th grade at Holland Township*
- *Aladdin Jr will be held at the Middle School*
- *Chief Bartman provided security training for all district employees*
- *PTO sponsored a Native American night*
- *The honor roll breakfast will be held April 2nd*
- *March 27th and March 28th will be Parent/Teacher Conferences*
- *QSAC facilities review was completed last week by the County Business Administrator*

4.3. School Business Administrator's Report.

4.3.1. Facilities Review

- Christopher Jones updated the board on the costs for the fire inspection and elementary school corridor

**5. REVIEW OF OFFICIAL CORRESPONDENCE**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Canine Companions	03/04/2019	Thank you ( <i>Attachment: CCI Thank you</i> )
Lynn Gresko	03/07/2019	Wheelchair Donation ( <i>Attachment: Wheelchair Donation</i> )

**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.

*Melissa Gibbs - She had a question about the books at the Middle School. Cindy Sharkey said that the questions should be directed to the building principal. She said her son was handed a book related to KKK. She is hoping for transparency on the process from the administration.*

*Renee Delia - iReady question. She asked if she can get the iReady results. Cindy Sharkey said she should forward. She wanted to recognize Mrs. Bertz as a great resource for the district.*

*Coleen Conroy - She was happy to hear the focus on the student achievement. She asked the board to be prudent regarding tax increases. She said most districts do have special education that skew the results. She asked the board to ask more questions regarding test results. She has respect for the administration.*

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

7.1. February 11, 2019 Regular Meeting Minutes (*Attachment: 2 11 19 Meeting Minutes*)

7.2. March 4, 2019 Work Session Minutes (*Attachment: 3 4 19 Work Session Minutes*)

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

Motion: Karyn Gove		Second: Erin Delgado		
Name:	Yes	No	Abstain	Absent
Michelle Corley	x			
Erin Delgado	x			
James Garner	x			
Karyn Gove	x			
Robert Imhoff	x 7.2		x 7.1	
Mindy Manahan	x			
Cindy Sharkey			xx	

7.1 Approved 5-0-2-0

7.2 Approved 6-0-1-0

**8. REPORTS TO THE BOARD**

8.1. Board President's Report

*She thanked the board for being patient when she was absent.*

**8.1.1. Board of Education Goals**

- *She said the board is meeting the first two goals. The third goal has not yet been worked on. The fourth has not been achieved at this point in the year. She is hoping to get back on track at the next meeting.*
- *She also believes that the board has a better understanding of the budget. Next month will be the start of the superintendent evaluation.*

9. The Board hereby affirms the administrative determination regarding HIB Investigation #MS08.

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

Motion:Robert Imhoff		Second:James Garner			
Name:	Yes	Modifies	Rejects	Abstain	Absent
Michelle Corley	x				
Erin Delgado	x				
James Garner	x				
Karyn Gove	x				
Robert Imhoff	x				
Mindy Manahan	x				
Cindy Sharkey	x				

*Approved 7-0-0-0*

**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
3	DaVinci Science Center	\$24.00	Parent/Guardian

**10.1.2. Motion to approve** the adjustment of the 2018-2019 school calendar to show Wednesday, March 27 and Thursday, March 28 as Early Dismissal days to accommodate the rescheduling of Parent/Teacher Conferences cancelled in February due to weather.

**10.1.3. Motion to approve** payment to Snyder Bus Company \$700 for Middle School Unified Club trip on April 11, 2019 to be reimbursed by Special Olympics.

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

**10.2.1. Motion to approve** the following staff to chaperone the following functions:

Staff Member	Event	Dates	Rate	Total
Gregory Hobaugh	Washington DC	May 29-31	\$115.00/night	\$345.00
Richard Kolton	Washington DC	May 29-31	\$115.00/night	\$345.00
Coleen Conroy	Washington DC	May 29-31	\$95.00/night	\$285.00
Carl Katzenberger	Washington DC	May 29-31	\$95.00/night	\$285.00
Megan Roth	Washington DC	May 29-31	\$95.00/night	\$285.00
Jemma Bucine	Washington DC	May 29-31	\$95.00/night	\$285.00
Katy Morello - Nurse	Washington DC	May 29-31	\$105/day \$105/night	\$630.00
Gregory Hobaugh	Camp Bernie	May 2-3	\$115.00/night	\$115.00
Caryn Snyder	Camp Bernie	May 2-3	\$95.00/night	\$95.00

Michael Doerwang	Camp Bernie	May 2-3	\$95.00/night	\$95.00
Bonnie Adair - Nurse	Camp Bernie	May 2-3	\$105/day \$105/night	\$315.00
TBD	Camp Bernie	May 2-3	\$95.00/night	\$95.00
TBD	Camp Bernie	May 2-3	\$95.00/night	\$95.00
TBD	Camp Bernie	May 2-3	\$95.00/night	\$95.00

- 10.2.2. **Motion to approve** Mary Fran Daley as District Grant Coordinator at a prorated rate of \$1,250 for the 2018-19 school year.
- 10.2.3. **Motion to approve** Laura Pellegrino for hours above her contracted hours to attend Artist’s for Art Sake workshop on February 4, 2019 at a rate of \$29.11 per hour for 6 hours for a total of \$174.66.
- 10.2.4. **Motion to approve** Mary Fran Daley for hours above her contracted hours to attend Technology Council Meeting at Voorhees High School on February 26, 2019 at a rate of \$29.11 per hour for 1.5 hours, for a total of \$43.67.
- 10.2.5. **Motion to approve** Gregory Lindgren of FirstMedia Productions as videographer for the Middle School Drama Club Production. Video of HBMS production of Aladdin will be available for purchase at no cost to the district.
- 10.2.6. **Motion to approve** Hunterdon County Jobs Facebook Page as location to advertise.
- 10.2.7. **Motion to approve** a request from Melissa Betz to move on salary guide from BA+30 to MA based upon submission of transcripts documenting successful completion of graduate coursework, retroactive to 2/1/19. Salary to be determined once a new agreement is signed between the HBBOE and the HBEA.
- 10.2.8. **Motion to approve** Jana Brown, Heidi Miller and Emma Alparone to be home instructors for the 2018-2019 school year at a rate of \$35.42 per hour.
- 10.2.9. **Motion to approve** the following staff for hours above their contracted hours to attend kindergarten orientation on April 17, 2019:

Staff Member	Rate	Hours (Not to Exceed)	Total
Sherry Kerr	\$29.11	2	\$58.22
Lisa Kerr	\$29.11	2	\$58.22
Nicole Cahill	\$29.11	2	\$58.22
Christine Roling	\$29.11	2	\$58.22

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

**10.3.1. Payment of Bills**

**Audit of Invoices** (*Attachment: 3 11 19 bill list*)

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

Check Register	February 12 - March 11	\$ 720,193.61
Payroll	February 15	\$ 235,372.90
	February 28	<u>\$ 231,642.16</u>
	Total	\$1,187,208.67

**10.3.2. Line Item Transfers for February 2019** (*Attachment: 2019 02 Transfer Report - Signed*)

**Resolved**, that the Board of Education approve the budget transfers as listed in the attachment.

### 10.3.3. Travel Expenditure for Workshops

Staff/Bd Member	Workshop/ Activity	Date	Registration Fee	Mileage	Other	Total
Heidi Miller	Handle With Care Training	May 30, 2019	\$450.00	\$16.62		\$466.62
Marisa Monaco	Handle With Care Training	May 30, 2019	\$450.00	\$21.08		\$471.08
Joan Murray	2019 NJSHA Convention	May 2-3	\$335.00	\$43.40		\$378.40
Dorothy Rozycki	Demystifying the Nurtured Heart Approach Online Webinar	3/20, 3/27, 4/3, 4/10	\$161.92			\$161.92
Emma Alparone	Conscious Discipline - Ignite & Excite Workshop	March 20, 2019	\$75.00			\$75.00
Melissa Patane-Schulter	Conscious Discipline - Ignite & Excite Workshop	March 20, 2019	\$75.00			\$75.00
Lisa Fallon	Conscious Discipline - Ignite & Excite Workshop	March 20, 2019	\$75.00			\$75.00
Dorothy Rozycki	Conscious Discipline - Ignite & Excite Workshop	March 20, 2019	\$75.00			\$75.00

### 10.3.4. APPROVAL OF TENTATIVE BUDGET

#### 2019-2020 School Budget

#### 1. Approval of the 2019-2020 Tentative School Budget:

**WHEREAS**, the 2019/2020 tentative budget includes sufficient funds to implement the proposed planning process as described in this district's Annual Report pursuant to N.J.S.A. 18A:7A -11 and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

**WHEREAS**, the 2019/2020 tentative budget is in compliance with the requirements set forth in N.J.S.A. 18A and N.J.A.C. Title 6 and 6A;

**THEREFORE, BE IT RESOLVED** the High Bridge Board of Education approves the 2019/2020 tentative General Fund budget and authorizes its submission to the Hunterdon County Superintendent of Schools for approval as follows:

Fund	Appropriations	Tax Levy
General Fund	\$8,492,119	\$6,380,576
Tuition	\$82,961	
Rents & Royalties	\$8,500	
Interest Income	\$800	
Special Revenue Fund	\$230,778	
Debt Service Fund	\$530,250	\$452,184

<b>Total Budget</b>	<b>\$9,345,408</b>	<b>\$6,832,760</b>
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**WHEREAS**, the facility needs identified are eligible to be funded with Capital Reserve, and as such are required to be in the Long Range Facility Plan,  
**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 \$250,000 from the Capital Reserve account to provide funding for the following projects/equipment for the 2019-2020 school year:

**Exterior Water Drainage Elementary School \$250,008**

**WHEREAS**, the High Bridge Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and  
**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and  
**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and  
**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now **THEREFORE, BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and  
**BE IT FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$1,500 for all staff and board members.

**2. Health Care Adjustment**

**WHEREAS**, N.J.A.C. 6A:23A-11.4 allow a district to increase the tax levy greater than 2% for the purpose of health care costs;  
**WHEREAS**, the High Bridge Board of Education has determined that there is a need to increase the tax levy for this purpose;  
**THEREFORE, BE IT RESOLVED**, that the High Bridge Board of Education

authorizes a health care adjustment for the 2019/2020 budget year in the amount of \$50,220.

**3. Use of Banked CAP**

**WHEREAS**, N.J.A.C. 6A:23A-10.1(b) allows a district to request use of banked cap after it has fully exhausted all eligible statutory spending authority in the budget year;

**WHEREAS**, the High Bridge Board of Education has exhausted all eligible statutory spending in the 2019/2020 budget year;

**WHEREAS**, the High Bridge Board of Education has anticipated retirement sick payments and state required certified staff increases that must be completed before the end of the budget year that exceed the 2% tax levy cap;

**THEREFORE, BE IT RESOLVED**, that the High Bridge Board of education hereby requests the use of Banked CAP in the amount of \$91,679.

**10.3.5. ACCEPTANCE OF COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**

**Motion to approve**, upon the recommendation of the Superintendent, in concert with the Business Administrator/Board Secretary, that the Board accepts and approves the 2017-2018 Audit and the CAFR for the fiscal year ended June 30, 2018.

**10.3.6. Approval of Professional Services – Motion to approve the following appointment:**

**WHEREAS**, there exists a need for psychiatric evaluation 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:

**10.3.6.1. Rutgers Psychiatric of Robert Wood Johnson Medical Group is appointed for Psychiatric Evaluation Services at the following rates:**

- Evaluation: \$500
- Extended Time: \$100
- Review of Records: \$150
- Written Report: \$250

**10.3.7. Motion to approve** substitute custodian with black seal license rate of \$15.00/hr.

**10.3.8. Motion to approve** FKA Architects to review the Elementary School Corridor and to develop bid documents and plans at a cost of \$9,800.00. *Attachment: FKA ES Wall*

**10.3.9. Motion to approve** FKA Architects to review the Elementary School Exterior Water Drainage and to develop bid documents and plans at a cost of \$12,000.00. *Attachments: FKA ES Water*

**10.3.10. Motion to withdraw** from Capital Reserve for Middle School Fire Panel  
**NOW THEREFORE BE IT RESOLVED**, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital project and the



withdrawal of \$26,500 from the Capital Reserve account to provide funding for the following equipment:

**Middle School Fire Panel \$26,500**

**10.3.11. TRANSFER OUT OF MAINTENANCE RESERVE**

**Motion to approve** transfer of \$26,478 out of the Maintenance Reserve for the purpose of:

- \$5,000 - Estimated Elliott Lewis Airedale repair - Middle School
- \$3,700 - Estimated Richard Yard Plumbing - Condensation pump - Middle School
- \$12,000 - Metz Mechanical - Actual/Estimated Boiler work and facility room - Middle School
- \$3,340 - Estimated Hollywood Fence - Fence repair - Elementary School
- \$2,438 - Estimated General Supply - Locker room locks - Middle School

**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 \$26,748; 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.

**10.3.12. Use of Facilities**

**Motion to approve** the following facilities request:

Organization	Event	Date	Location
Girl Scouts	Recruit new scouts	March 14 @ 7pm	ES Library

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

Motion:Robert Imhoff	Second:Erin Delgado
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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 7-0-0-0*

**11. NEW BUSINESS**

*No 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.

*Isabel Silvestar - Has the school board considered merging with other districts. Cindy Sharkey said the board has discussed this idea with other districts. Christopher Jones and Robert Imhoff mentioned that the execution is very difficult.*

**13. EXECUTIVE/CLOSED SESSION**

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

- Negotiations
- Choice Students

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**

*Robert Imhoff motioned, seconded by James Garner, unanimously approved, to reconvene public session.*

**15. ACTION ITEM**

**Motion to approve** the Executive Minutes as amended

**15.1.1.** February 11, 2019 Executive Minutes (*Attachments: 2 11 19 Executive Session Minutes*)

**15.1.2.** March 4, 2019 Work Session Executive Minutes (*Attachments: 3 4 19 Executive Session Minutes*)

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

15.1.1 Approved 5-0-2-0

15.1.2 Approved 6-0-1-0

**16. ADJOURNMENT**

*Michelle McCorley motioned, seconded by Robert Imhoff, unanimously approved, to adjourn the meeting.*

Respectfully Submitted,



Christopher Jones  
High Bridge Board Secretary

