

**HIGH BRIDGE BOARD OF EDUCATION
WORK SESSION MONTHLY MEETING
Monday, March 4, 2019**

1. OPENING OF MEETING - 6:00 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 work session meeting convened 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, Karyn Gove, Vice. Pres. (Acting President). Mindy Manahan and James Garner arrived at 6:06pm. Cindy Sharkey was absent. Also present: Dr. Gregory Hobaugh, Superintendent Christopher Jones, SBA / Board Secretary

Date: Monday March 4, 2019

Time: 6:00 pm

No Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. EXECUTIVE/CLOSED SESSION

Robert Imhoff motioned, seconded by Erin Delgado, unanimously approved, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- HIB investigation timeline

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.

5. RECONVENE PUBLIC SESSION

James Garner motioned, seconded by Erin Delgado, unanimously approved, to reconvene public session.

6. REPORTS TO THE BOARD

Board President's Report

Karyn Gove said she had nothing to report at the work session.

7. ACTION ITEMS

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

7.1.1. Class trips and transportation:

Grade	Location	Cost	Cost incurred by
3	DaVinci Science Center	\$24.00	Parent/Guardian

- 7.1.2. 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.

7.2. Human Resources - Personnel, Management & Community Relations

7.2.1. Chaperones for upcoming functions

<u>Staff Member</u>	<u>Event</u>	<u>Dates</u>	<u>Rate</u>	<u>Total</u>
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
Carla LaTorre	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
Bonnie Adair - Nurse	Camp Bernie	May 2-3	\$105/day \$105/night	\$315.00

- 7.2.2. Mary Fran Daley as District Grant Coordinator at a prorated rate of \$1,250 for the 2018-19 school year.
- 7.2.3. 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.
- 7.2.4. 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.
Greg Hobaugh said that the school will receive \$5 per video.
- 7.2.5. Hunterdon County Jobs Facebook Page as location to advertise.

7.3. Educational Resources - Finance and Facilities

7.3.1. Payment of Bills

7.3.2. Financial Reports

7.3.3. Line Item Transfers

7.3.4. 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

7.3.5. APPROVAL OF TENTATIVE BUDGET

2019-2020 School Budget

Christopher gave an overview of the budget. He discussed the potential elementary water project.

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		
Special Revenue Fund		
Debt Service Fund		
Total Budget		

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 \$250,000

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.

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 \$50,000.

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 \$95,000.

7.3.6. ACCEPTANCE OF COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

Christopher Jones said that there were a number suggested improvements including an Agency reconciliation and Technology inventory. He said all suggested improvements have been completed.

7.3.7. Approval of Professional Services

7.3.7.1. 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

7.3.8. Substitute Custodian rate of \$15.00/hr with black seal license

7.3.9. FKA Architects to review the Elementary School Corridor and to develop bid documents and plans for structural modifications

7.3.10. FKA Architects to review the Elementary School Exterior Water Drainage and to develop bid documents and plans for structural modifications

7.3.11. Business Administrator, on behalf of the High Bridge Board of Education, to advertise and solicit bids through the competitive bid process for the Elementary School Corridor.

7.3.12. Business Administrator, on behalf of the High Bridge Board of Education, to advertise and solicit bids through the competitive bid process for the Elementary School Exterior Water Drainage.

7.3.13. Withdraw from Capital Reserve for Middle School Fire Panel Telephone Purchase
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

7.3.14. Withdraw from Capital Reserve for Elementary School Security
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 \$12,500 from the Capital Reserve account to provide funding for the following equipment:
Elementary School Security Door Swipes \$12,500

7.3.15. TRANSFER OUT OF MAINTENANCE RESERVE FIRE INSPECTION COSTS
 Transfer of \$29,225 out of the Maintenance Reserve for the purpose of fire inspection resolution:

- \$3,725 - FAST Magnetic Door Holder - Elementary School
- \$5,500 - DHI Door Closure and Panic Bars - Middle School
- \$20,000 - Estimated Costs - Door Replacements - Elementary School

7.3.16. TRANSFER OUT OF MAINTENANCE RESERVE

Transfer of \$26,478 out of the Maintenance Reserve for the purpose of:

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

7.3.17. Use of Facilities

Motion to approve the following facilities request:

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

Negotiations Update - James Garner gave an update on a potential settlement of the HBEA contract.

8. 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.

Coleen Conroy - She asked at what point do we take a hard look at cutting expenses. She said our state report card should be higher, especially given that Bethlehem has a high rating. She thinks the board can do better to impact the students learning. She said the property values went down again and that young families are looking at schools for where they went to live.

9. EXECUTIVE/CLOSED SESSION

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

- Health Care rebate
- Negotiations
- Security Update

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.

10. RECONVENE PUBLIC SESSION

Erin Delgado motioned, seconded by James Garner, unanimously approved, to reconvene public session.

11. ADJOURNMENT

Robert Imhoff motioned, seconded by James Garner, unanimously approved, to adjourn the meeting.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Ch Jones', written in a cursive style.

Christopher Jones
High Bridge Board Secretary